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	<p><b><u>PASSENGER SAFETY LESSON PLAN</u></b></p> <p><b>Topics</b></p> <ol style="list-style-type: none"> <li>1. Required equipment</li> <li>2. School bus stops</li> <li>3. Driver's responsibilities</li> <li>4. Loading and unloading procedures</li> </ol> <p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. Explain the necessary equipment for loading and unloading passengers.</li> <li>2. Explain the laws that pertain to loading and unloading passengers.</li> <li>3. Explain the driver's responsibilities during the loading and unloading procedures.</li> </ol> <p><b>Instructional Delivery</b></p> <p>Lecture, discussion, application, and test</p> <p><b>Equipment and Instructional Aids</b></p> <p>Some or all of the following instructional aids should be used in the instruction for this unit: overhead projector, slide projector, video projector, chalkboard or dry marker board, flip-chart, VCR, chalk, model buses, videos, and CDE's Danger Zones poster.</p> <p><b>Handouts</b></p> <p><u>Passenger Transportation Safety Handbook 82.7</u></p> <p>Applicable California <i>Vehicle Code</i> sections</p> <p>Applicable sections of <i>Title 13, California Code of Regulations</i></p> <p>Applicable school district or company policies</p> <p>Accident statistics regarding passenger loading and unloading</p>

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	<p><b>Note to the Instructor</b></p> <p>All bus drivers must learn and then use the proper procedures for controlling traffic, loading and unloading passengers, and, if applicable, escorting passengers across the highway. In addition, correct mirror use and the proper seating of passengers are related skills bus drivers must be proficient in.</p> <p>As an instructor you must be prepared to adjust this lesson to present the appropriate sections of this unit according to the class of vehicle involved; that is, school bus, school pupil activity bus (SPAB), transit bus, youth bus, farm labor vehicle, or other passenger transportation vehicle.</p> <p><b>Remember</b> one of the most important procedures a bus driver will perform and, therefore, one of the most important subjects you will teach is the safe loading and unloading of passengers. This function creates some of the greatest hazards bus drivers and their passengers face. The task of passenger loading and unloading must be done in a safe and consistent manner in order to maintain a safe environment for passengers and to prevent accidents. The instruction given in this unit forms the foundation for each bus driver's future performance <i>it all begins with you!</i></p> <p><b>Abbreviations</b></p> <table> <tr> <td>CDE</td><td>California Department of Education</td></tr> <tr> <td>CHP</td><td>California Highway Patrol</td></tr> <tr> <td>EC</td><td><i>Education Code</i></td></tr> <tr> <td>FL</td><td>Farm Labor Vehicle</td></tr> <tr> <td>FMVSS</td><td>Federal Motor Vehicle Safety Standards</td></tr> <tr> <td>SB</td><td>School Bus</td></tr> <tr> <td>SPAB</td><td>School Pupil Activity Bus</td></tr> <tr> <td>TB</td><td>Transit Bus</td></tr> <tr> <td>VC</td><td><i>Vehicle Code</i></td></tr> <tr> <td>YB</td><td>Youth Bus</td></tr> <tr> <td>13 CCR</td><td><i>Title 13, California Code of Regulations</i></td></tr> <tr> <td>NHTSA</td><td>National Highway Traffic Safety Administration</td></tr> <tr> <td>NTSB</td><td>National Transportation Safety Board</td></tr> <tr> <td>NSC</td><td>National Safety Council</td></tr> <tr> <td>NASDPTS</td><td>National Association of State Directors of Pupil Transportation Services</td></tr> </table>	CDE	California Department of Education	CHP	California Highway Patrol	EC	<i>Education Code</i>	FL	Farm Labor Vehicle	FMVSS	Federal Motor Vehicle Safety Standards	SB	School Bus	SPAB	School Pupil Activity Bus	TB	Transit Bus	VC	<i>Vehicle Code</i>	YB	Youth Bus	13 CCR	<i>Title 13, California Code of Regulations</i>	NHTSA	National Highway Traffic Safety Administration	NTSB	National Transportation Safety Board	NSC	National Safety Council	NASDPTS	National Association of State Directors of Pupil Transportation Services
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	<p data-bbox="477 268 1357 403" style="text-align: center;"><b><u>LAWS AND PRINCIPLES OF BUS ROUTE SAFETY</u></b></p> <p data-bbox="477 499 911 541"><b>Transportation Safety Plan</b></p> <p data-bbox="191 562 342 653"><b>39831.3 EC</b> <b>School Bus</b></p> <p data-bbox="191 726 391 762"><b>Ref.____ Pg.____</b></p> <p data-bbox="500 569 1416 915">(a) The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:</p> <p data-bbox="524 936 1425 1066">(1) Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the <i>Vehicle Code</i> [now paragraph (1) of subdivision (d) of section 22112].</p> <p data-bbox="524 1087 1425 1218">(2) (A) Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate School bus at each pupils School bus stop.</p> <p data-bbox="573 1239 1416 1472">(B) Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard School bus monitor, in addition to the driver, to carry out the purposes of this paragraph.</p> <p data-bbox="524 1493 1390 1524">(3) Boarding and exiting a School bus at a school or other trip destination.</p> <p data-bbox="500 1545 1416 1675">(b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.</p>

REFERENCE	CONTENT
<p><b>39831.5 EC</b></p> <p><b>School Bus</b></p> <p><b>Ref.____ Pg.____</b></p>	<p><b>School Bus Emergency Procedure and Passenger Safety</b></p> <p>(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a School bus or procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:</p> <p>(1) Upon registration, the parents or guardians of all pupils not previously transported in a School bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on School bus safety. The information shall include, but not be limited to, all of the following:</p> <p>(A) A list of School bus stops near each pupils home.</p> <p>(B) General rules of conduct at School bus loading zones.</p> <p>(C) Red light crossing instructions.</p> <p>(D) School bus danger zone.</p> <p>(E) Walking to and from School bus stops.</p> <p>(2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the School bus through emergency exit doors.</p> <p>(3) Instruction on the use of passenger restraint systems shall include, but not be limited to, all of the following:</p> <p>(A) Proper fastening and release of the passenger restraint system.</p> <p>(B) Acceptable placement of passenger restraint systems on pupils.</p>

REFERENCE	CONTENT
	<p>(C) Times at which the passenger restraint systems should be fastened and released.</p> <p>(D) Acceptable placement of the passenger restraint systems when not in use.</p> <p>(4) Prior to departure on a school activity trip, all pupils riding on a School bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.</p> <p>(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:</p> <ol style="list-style-type: none"> <li>(1) Name of school district, county office of education, or private school.</li> <li>(2) Name and location of school.</li> <li>(3) Date of instruction.</li> <li>(4) Names of supervising adults.</li> <li>(5) Number of pupils participating.</li> <li>(6) Grade levels of pupils.</li> <li>(7) Subjects covered in instruction.</li> <li>(8) Amount of time taken for instruction.</li> <li>(9) Bus drivers name.</li> <li>(10) Bus number.</li> <li>(11) Additional remarks.</li> </ol> <p>The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.</p>



REFERENCE	CONTENT
<b>NHTSA - NSC</b>	<p><b>Walk-Ride-Walk: Getting to School Safely Program</b></p> <p>Although school buses are one of the safest forms of transportation, substantial pedestrian risks are associated with their trips to and from school. The risks exist because the trip usually extends from home to school and back home again. It is critical that training in school bus pedestrian safety be started at an early age and reinforced yearly. To accomplish this goal, the National Highway Traffic Safety Administration (NHTSA), in cooperation with the National Safety Council (NSC), has produced the Walk-Ride-Walk pedestrian safety program. The Walk-Ride-Walk program seeks to assist school and transportation administrators in developing and implementing policies and procedures for the safety of schoolchildren who are both pedestrians and school bus passengers. (Ref: CDE Instructor's Classroom Manual Appendix Section)</p>
<b>NASDPTS</b>	<p><b>Identification and Evaluation of School Bus Route and Hazard Marking Systems</b></p> <p>To help ensure the safe transportation of students on school buses, NHTSA establishes and enforces a series of Federal Motor Vehicle Safety Standards governing the safety performance and manufacture of school buses. In addition, NHTSA's Guideline #17, Pupil Transportation Safety, establishes minimum recommendations for a pupil transportation safety program, including the identification, operation, and maintenance of buses used for transporting students; training of passengers, pedestrians, and bicycle riders; and administration. Even with these specific federal programs, and our own state and local school bus safety programs, several safety problems continue to exist. In October 1995, a fatal school bus accident in Illinois brought to light one of these still existing safety problems. At the conclusion of the accident investigation, The National Transportation Safety Board (NTSB) identified one of the factors</p>

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NHTSA	<p>contributing to the crash as an inadequate school district routing and hazard marking system.</p> <p>The National Association of State Directors of Pupil Transportation Services (NASDPTS), under a grant from NHTSA, has produced a report titled <u>Identification and Evaluation of School Bus Route and Hazard Marking Systems</u>. This report seeks to assist school and transportation administrators in developing and implementing policies and procedures necessary for the safety of school buses, their passengers, and the public. (Ref: CDE Instructor's Classroom Manual Appendix Section)</p> <p><b>Safe Transportation of Preschool-Age Children in School Buses</b></p> <p>School-age children transported in school buses are safer than children transported in motor vehicles of any other type. As more preschool-age children are transported to school, often in school buses, the school bus industry and the public have increasingly asked NHTSA to recommend procedures for safely transporting these children. In response NHTSA conducted crash tests to determine the safest way to transport preschool-age children. The recommendations based on these tests are found in NHTSA's Guideline for the Safe Transportation of Preschool-Age Children in School Buses. The Guideline seeks to assist school and transportation administrators in developing and implementing policies and procedures for the safe transportation of preschool-age children in school buses. (Ref: CDE Instructor's Classroom Manual Appendix Section)</p>

REFERENCE	CONTENT
<p>NHTSA</p> <p>NASDPTS</p>	<p><b>Handrails, Drawstrings, and Toys</b></p> <p>Current styles and fads in childrens clothing and toys, and increased use of backpacks by pupils, have created new injury risks. These items, especially the drawstrings on such items, can cause death or injury if they catch on bus doors or handrails. Some of the items that can catch in a bus handrail or door are jackets, sweatshirts, and clothing with drawstrings at the neck or wrist; backpack straps; dangling key chains; toys; scarves; belt buckles; and other loose clothing.</p> <p>A drawstring at the waist, hood, or neck on clothing, or a backpack strap or dangling toy, can catch in the small gaps in a bus handrail, or on a bolt, or on the door as the child exits the bus. A drawstring with a large toggle or knot at the end or a large toy or figure dangling from a backpack is most likely to get caught. If the bus door is closed and the driver does not see the child, he or she could be caught, dragged, and injured. (Ref: CDE Instructor’s Classroom Manual Appendix Section)</p> <p><b>Hand-Held Items</b></p> <p>According to national statistics compiled by the Kansas Department of Education, each year approximately 50 percent of the children killed in school bus accidents are pedestrians. Several of these children are killed after they have exited the school bus while carrying loose items in their hands, such as papers, books, or artwork when they drop these items, they become lost from the driver’s view. School transportation providers and their drivers should consider developing and implementing policies that recommend that students do not carry loose items in their hands while boarding and unloading from school buses. These items may be safely carried in students’ backpacks or shoulder bags.</p>

REFERENCE	CONTENT
<p>NHTSA</p> <p>NASDPTS</p>	<p><b>Safe Seating</b></p> <p>The <i>Title 13, California Code of Regulations</i>, Section 1217(a) states that, Except as provided in subsection (e), the number of passengers (excluding infants in arms) shall not exceed the number of safe and adequate seating spaces, or for school buses, school pupil activity buses, youth buses, and farm labor vehicles, the number of passengers specified by the seating capacity rating set forth in the departmental Vehicle Inspection Approval Certificate.</p> <p>NHTSA recommends that all passengers be seated entirely within the confines of the school bus seats while the bus is in motion. Federal Motor Vehicle Safety Standard (FMVSS) No. 222, School Bus Passenger Seating and Crash Protection, requires that the interior of large buses provide occupant protection so that children are protected without the need to “buckleup.” Occupant crash protection is provided by a protective envelope consisting of strong, closely spaced seats that have energy-absorbing seat backs. Persons not sitting within or sitting partially outside of these seats will not be afforded the occupant protection provided by the seats.</p> <p>NASDPTS believes that all children riding in school buses or other buses used to transport pupils to and from school or school-related activities should be properly and safely seated facing forward. In addition, NASDPTS supports NHTSA’s position that there should be adequate space on the seat for the child to be seated completely within the seating compartment. (Ref: CDE Instructor’s Classroom Manual Appendix Section)</p>
	<p><b><u>LAWS AND REGULATIONS</u></b></p>

REFERENCE	CONTENT
<b>1217(d) 13 CCR</b> <b>School Bus</b>  <b>Ref.____ Pg.____</b>	<b>Seat beside the Driver</b>  No more than two pupils shall be allowed to occupy the seating space beside the driver of a Type 2 school bus.
<b>1223 13 CCR</b> <b>SB-SPAB</b> <b>Ref.____ Pg.____</b>	<b>Driver's Vision</b>  The driver shall not allow any person to occupy a position that will interfere with the drivers vision to the front or sides, or in the rear view mirrors.
<b>24002(a) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<b>Unsafe Load</b>  It is unlawful to operate any vehicle or combination of vehicles that is in an unsafe condition, or that is not safely loaded, and that presents an immediate safety hazard.
<b>1216(c) 13 CCR</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<b>General Property</b>  Drivers and motor carriers shall not permit any greater quantity of freight, express, or baggage in vehicles than can be safely and conveniently carried without causing discomfort or unreasonable annoyance to passengers. In no event shall aisles, doors, steps, or emergency exits be blocked.
<b>14103(a) 5 CCR</b> <b>SB-SPAB</b>  <b>Ref.____ Pg.____</b>	<b>Authority of Driver</b>  Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not

REFERENCE	CONTENT
<p>1217(i) 13 <i>CCR</i>  <b>SB-SPAB-YB</b>  <b>Ref.____ Pg.____</b></p>	<p>require any pupil to leave the bus en route between home and school or other destinations.</p> <p><b>Ejection of Pupil at Other Than Pupils Regular Stop</b></p> <p>The driver of a school bus, youth bus, or SPAB shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or school.</p>
<p>1217(a) 13 <i>CCR</i>  <b>SB-SPAB-FL</b>  <b>TB-YB</b>  <b>Ref.____ Pg.____</b></p>	<p><b>Seating Capacity</b></p> <p>Except as provided in subsection (e), the number of passengers (excluding infants in arms) shall not exceed the number of safe and adequate seating spaces, or for school buses, school pupil activity buses, youth buses, and farm labor vehicles, the number of passengers specified by the seating capacity rating set forth in the departmental Vehicle Inspection Approval Certificate.</p> <p>An infant carried in the arms of another person is not counted as a passenger for determining seating capacity. Infants are children whose age, size, and weight dictate that they are normally carried in the arms of their parents. The weight of such infants is included as part of the total weight of the vehicle for purposes of determining gross vehicle weight.</p>
<p>1217(e) 13 <i>CCR</i>  <b>SB-SPAB-YB</b>  <b>TB-YB</b>  <b>Ref.____ Pg.____</b></p>	<p><b>Standing Passengers</b></p> <p>A vehicle shall not be put in motion until all passengers are seated, and all passengers must remain seated while the bus is in motion. Standing passengers are permitted only on a bus (except a school bus, SPAB or youth bus) operated in regularly scheduled passenger stage service on urban and suburban service by a common carrier or publicly-owned transit system, and equipped with grab handles or other means of support for standing passengers and constructed so that standing room in the aisle is at least 74 inches high.</p>

REFERENCE	CONTENT
<b>1217(f) 13 CCR</b> <b>SB-SPAB-FL</b>  <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p><b>Open Doors</b></p> <p>While passengers are aboard, a vehicle shall not be put in motion until the doors</p> <p>are closed. The doors shall not be opened until the vehicle is stopped. The doors of a school bus shall be closed while the bus is in motion, whether or not there are passengers in the school bus.</p>
<b>1217(c) 13 CCR</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p><b>Step Wells</b></p> <p>Passengers shall not be permitted in the front step well of a bus while the vehicle is in motion.</p>
<b>1217(j) 13 CCR</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p><b>Exemptions</b></p> <p>The provisions of subsection (c) and (e) shall not apply to persons testing or training a driver, maintenance personnel, a sales or manufacturer's representative, or an adult acting upon a request by a school bus or SPAB driver to supervise or assist a pupil.</p>
<b>22106 VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b>  <b>Ref.____ Pg.____</b>	<p><b>Starting or Backing of Parked Vehicles</b></p> <p>No person shall start a vehicle stopped, standing, or parked on a highway nor shall any person back a vehicle on a highway until such movement can be made</p> <p>with reasonable safety.</p>

REFERENCE	CONTENT
	<p align="center"><b><u>REQUIRED EQUIPMENT</u></b></p>
<p><b>22112(d)(1) VC</b></p> <p><b>School Bus</b></p> <p><b>Ref.____ Pg.____</b></p>	<p><b>School Bus Signal and Stops</b></p> <p>Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the schoolbus is stopped. The driver shall use an approved hand-held “STOP” sign while escorting all pupils.</p>
<p><b>25257(a) VC</b></p> <p><b>School Bus</b></p> <p><b>Ref.____ Pg.____</b></p>	<p><b>School Bus Warning Signal System</b></p> <p>Every School bus, when operated for the transportation of school children, shall be equipped with a flashing red light signal system.</p>
<p><b>25257(b)(1) VC</b></p> <p><b>School Bus</b></p> <p><b>Ref.____ Pg.____</b></p>	<p>Every School bus manufactured on or after September 1, 1992, shall also be equipped with a stop signal arm. Any School bus manufactured before September 1, 1992, may be equipped with a stop signal arm.</p>
<p><b>25257(b)(2) VC</b></p> <p><b>School Bus</b></p> <p><b>Ref.____ Pg.____</b></p>	<p>Any School bus manufactured on or after July 1, 1993, shall also be equipped with an amber warning light system, in addition to the flashing red light signal system. Any School bus manufactured before July 1, 1993, may be equipped with an amber warning light system.</p>
<p><b>25257(b)(4) VC</b></p> <p><b>School Bus</b></p> <p><b>Ref.____ Pg.____</b></p>	<p>A stop signal arm is a device that can be extended outward from the side of a School bus to provide a signal to other motorists not to pass the bus because it has stopped to load or unload passengers, that is manufactured pursuant to the specifications of Federal Motor Vehicle Standard No. 131, issued on April 25, 1991.</p>



REFERENCE	CONTENT
<b>27906(a) VC</b> <b>School Bus</b> <b>Ref.____ Pg.____</b>	<p><b>School Buses</b></p> <p>Every School bus, while being used for the transportation of school pupils at or below the 12th-grade level shall bear upon the front and rear of the bus a plainly visible sign containing the word “School bus” in letters not less than eight inches in height. The letters on School bus signs shall be of proportionate width.</p>
<b>27906(c) VC</b> <b>School Bus</b> <b>Ref.____ Pg.____</b>	<p>Every School bus, when operated for the transportation of school pupils at or below the 12th-grade level, shall bear upon the rear of the bus, below the rear windows, a plainly visible sign containing the words "Stop When Red Lights Flash" in letters not less than six inches in height. The letters on School bus signs shall be of proportionate width.</p>

REFERENCE	CONTENT
<p>22500 VC</p> <p>SB-SPAB-FL</p> <p>TB-YB</p> <p>Ref.____ Pg.____</p>	<p style="text-align: center;"><b><u>PARKING</u></b></p> <p><b>Prohibited Stopping, Standing, or Parking</b></p> <p>No person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic in compliance with the directions of a peace officer or official traffic control device, in any of the following places:</p> <p>(a) Within an intersection, except adjacent to curbs as may be permitted by local ordinance.</p> <p>(b) On a crosswalk, except that a bus engaged as a common carrier or a taxicab may stop in an unmarked crosswalk to load or unload passengers when authorized by the legislative body of any city pursuant to an ordinance.</p> <p>(c) Between a safety zone and the adjacent right-hand curb or within the area between the zone and the curb as may be indicated by a sign or red paint on the curb, which sign or paint was erected or placed by local authorities pursuant to an ordinance.</p> <p>(d) Within 15 feet of the driveway entrance to any fire station. This subdivision does not apply to any vehicle owned or operated by a fire department and clearly marked as a fire department vehicle.</p> <p>(e) In front of a public or private driveway, except that a bus engaged as a common carrier, school bus, or a taxicab may stop to load or unload passengers when authorized by local authorities pursuant to an ordinance. In unincorporated territory, where the entrance of a private road or driveway is not delineated by an opening in a curb or by other curb construction, so much of the surface of the ground as is paved, surfaced, or otherwise plainly marked by vehicle use as a private road or driveway entrance, shall constitute a driveway.</p> <p>(f) On any portion of a sidewalk, or with the body of the vehicle extending over any portion of a sidewalk, except electric carts when authorized by local ordinance, as specified in Section 21114.5. Lights, mirrors, or devices that are required to be mounted upon a vehicle under this code may extend from the</p>

REFERENCE	CONTENT
	<p>body of the vehicle over the sidewalk to a distance of not more than 10 inches. (Ref: <i>Vehicle Code</i> Section 35109)</p> <p>(g) Alongside or opposite any street or highway excavation or obstruction when such stopping, standing, or parking would obstruct traffic.</p> <p>(h) On the roadway side of any vehicle stopped, parked, or standing at the curb or edge of a highway, except for a School bus when stopped to load or unload pupils in a business or residence district where the speed limit is 25 miles per hour or less.</p> <div data-bbox="477 705 1430 1157" data-label="Image"> <p>The diagram shows a top-down view of a street intersection. On the left is a sidewalk with six rectangular trash bins. A dashed line runs parallel to the curb, defining a bus lane. A bus is parked within this lane. A car is parked behind the bus, with its rear end extending into the bus lane. Further down the street, several other cars are parked along the curb. On the right, a crosswalk crosses the street, marked with a dashed line. The street surface is light gray, and the curb is a darker gray line.</p> </div> <p><b>Figure Unit VII-01. Double-parking in a business district</b></p> <p>(i) Except as provided under Section 22500.5, alongside curb space authorized for the loading and unloading of passengers of a bus engaged as a common carrier in local transportation when indicated by a sign or red paint on the curb erected or painted by local authorities pursuant to ordinance.</p> <p>(j) In a tube or tunnel, except vehicles of the authorities in charge, being used in the repair, maintenance, or inspection of the facility.</p> <p>(k) Upon a bridge, except vehicles of the authorities in charge, being used in the repair, maintenance, or inspection of the facility, and except that buses engaged as a common carrier in local transportation may stop to load or unload passengers upon a bridge where sidewalks are provided, when authorized by local authorities pursuant to an ordinance, and except that local authorities pursuant to an ordinance or the Department of Transportation pursuant to an</p>

REFERENCE	CONTENT
<p>22500.1 VC</p> <p>SB-SPAB-FL</p> <p>TB-YB</p> <p>Ref.____ Pg.____</p>	<p>order, within their respective jurisdictions, may permit parking on bridges having sidewalks and shoulders of sufficient width to permit parking without interfering with the normal movement of traffic on the roadway. Local authorities, by ordinance or resolution, may permit parking on these bridges on state highways in their respective jurisdictions if the ordinance or resolution is first approved in writing by the Department of Transportation. Parking shall not be permitted unless there are signs in place, as may be necessary, to indicate the provisions of local ordinances or the order of the Department of Transportation.</p> <p>(l) In front of or upon that portion of a curb that has been cut down, lowered, or constructed to provide wheelchair accessibility to the sidewalk.</p> <p><b>Additional Prohibited Stopping, Standing, or Parking: Fire Lane</b></p> <p>In addition to Section 22500, no person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device along the edge of any highway, at any curb, or in any location in a publicly or privately owned or operated off-street parking facility, designated as a fire lane by the fire department or fire district with jurisdiction over the area in which the place is located.</p> <p>The designation shall be indicated (1) by a sign posted immediately adjacent to, and visible from, the designated place clearly stating in letters not less than one inch in height that the place is a fire lane; (2) by outlining or painting the place in red and, in contrasting color, marking the place with the words "FIRE LANE," which are clearly visible from a vehicle; or (3) by a red curb or red paint on the edge of the roadway upon which is clearly marked the words "FIRE LANE."</p>

REFERENCE	CONTENT
<b>22504(a) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p><b>Unincorporated Area Parking</b></p> <p>Upon any highway in unincorporated areas no person shall stop, park, or leave standing any vehicle, whether attended or unattended, upon the roadway when it is practicable to stop, park, or leave the vehicle off such portion of the highway, but in every event an unobstructed width of the highway opposite a standing vehicle shall be left for the free passage of other vehicles, and a clear view of the stopped vehicle shall be available from a distance of 200 feet in each direction upon the highway. This section shall not apply upon a highway where the roadway is bounded by adjacent curbs.</p>
<b>22504(b) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p>This shall not apply to the driver of any vehicle which is disabled in such a manner and to such extent that it is impossible to avoid stopping and temporarily leaving the disabled vehicle on the roadway.</p>
<b>22515(a) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p><b>Unattended Vehicles</b></p> <p>No person driving, or in control of, or in charge of, a motor vehicle shall permit it to stand on any highway unattended without first effectively setting the brakes thereon and stopping the motor thereof.</p>
<b>22515(b) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p>No person in control of, or in charge of, any vehicle, other than a motor vehicle,</p> <p>shall permit it to stand on any highway without first effectively setting the brakes thereon, or blocking the wheels thereof, to effectively prevent the movement of the vehicle.</p>
<b>22502(a) VC</b>	<p><b>Curb Parking</b></p>

REFERENCE	CONTENT
<b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p>Except as otherwise provided in this chapter every vehicle stopped or parked upon a roadway where there are adjacent curbs shall be stopped or parked with the right-hand wheels of such vehicle parallel with and within 18 inches of the right-hand curb. Where no curbs or barriers bound any roadway, right-hand parallel parking is required unless otherwise indicated.</p>
<b>22502(b) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p>The provisions of subdivision (a) or (e) do not apply to a commercial vehicle if a variation from the requirements of subdivision (a) or (e) is reasonably necessary to accomplish the loading or unloading of merchandise or passengers on, or from, such vehicle and while anything connected with such loading, or unloading, is being executed.</p> <p>This subdivision shall not be construed to permit any vehicle to stop or park upon a roadway in a direction opposite to that in which traffic normally moves upon that half of the roadway on which such vehicle is stopped or parked.</p>
<b>22502(c) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p>Notwithstanding the provisions of subdivision (b), local authorities may, by ordinance, prohibit commercial vehicles from stopping, parking, or standing on one side of a roadway in a business district with the wheels of such vehicle more than 18 inches from the curb.</p> <p>The ordinance shall be effective only if signs are placed in the areas to which it is applicable clearly indicating the prohibition.</p>
<b>22502(e) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p>Upon a one-way roadway, vehicles may be stopped or parked as provided in subdivision (a) or with the left-hand wheels parallel to and within 18 inches of the left-hand curb, except that motorcycles, if parked on the left-hand side, shall have either one wheel or one fender touching such curb. Where no curb or barriers bound any such one-way roadway, parallel parking on either side is required unless otherwise indicated.</p>

REFERENCE	CONTENT
<p><b>2480 13 CCR</b></p> <p><b>SB-SPAB-FL</b></p> <p><b>TB-YB</b></p> <p><b>Ref.____ Pg.____</b></p>	<p>The provisions of this subdivision shall not apply upon the roadways of a divided highway.</p> <p><b>School Bus Idling</b></p> <p>(a) Purpose. This airborne toxic control measure seeks to reduce public exposure, especially school age children's exposure, to diesel exhaust particulate matter and other toxic air contaminants by limiting unnecessary idling of specified vehicular sources.</p> <p>(b) Applicability. Except as provided in subsection (d), this section applies to the operation of every school bus, transit bus, school pupil activity bus, youth bus, general public paratransit vehicle, and other commercial motor vehicle as defined in subsection (h).</p> <p>(c) Idling Control Measure.</p> <p>(1) A driver of a school bus, school pupil activity bus, youth bus, or general public paratransit vehicle:</p> <p>(A) must turn off the bus or vehicle engine upon stopping at a school or within 100 feet of a school, and must not turn the bus or vehicle engine on more than 30 seconds before beginning to depart from a school or from within 100 feet of a school; and</p> <p>(B) must not cause or allow a bus or vehicle to idle at any location greater than 100 feet from a school for:</p> <p>(i) more than five consecutive minutes; or</p> <p>(ii) a period or periods aggregating more than five minutes in any one hour.</p> <p>(2) A driver of a transit bus or of a commercial motor vehicle not identified in (c)(1):</p> <p>(A) must turn off the bus or vehicle engine upon stopping at a school and must not turn the bus or vehicle engine on more than 30 seconds before beginning to depart from a school; and</p> <p>(B) must not cause or allow a bus or vehicle to idle at any location within 100 feet of, but not at, a school for:</p>

REFERENCE	CONTENT
	<ul style="list-style-type: none"> <li>(i) more than five consecutive minutes; or</li> <li>(ii) a period or periods aggregating more than five minutes in any one hour.</li> </ul> <p>(3) A motor carrier of a school bus, school pupil activity bus, youth bus, or general public paratransit vehicle must ensure that:</p> <ul style="list-style-type: none"> <li>(A) the bus or vehicle driver, upon employment and at least once per year thereafter, is informed of the requirements in (c)(1), and of the consequences, under this section and the motor carrier's terms of employment, of not complying with those requirements;</li> <li>(B) all complaints of non-compliance with, and enforcement actions related to, the requirements of (c)(1) are reviewed and remedial action is taken as necessary; and</li> <li>(C) records of (3) (A) and (B) are kept for at least three years and made available or accessible to enforcement personnel as defined in subsection (g) within three business days of their request.</li> </ul> <p>(4) A motor carrier of a transit bus or of a commercial motor vehicle not identified in (c)(1) must ensure that:</p> <ul style="list-style-type: none"> <li>(A) the bus or vehicle driver, upon employment and at least once per year thereafter, is informed of the requirements in (c)(2), and of the consequences, under this section and the motor carrier's terms of employment, of not complying with those requirements;</li> <li>(B) all complaints of non-compliance with, and enforcement actions related to, the requirements of (c)(2) are reviewed and remedial action is taken as necessary; and</li> <li>(C) records of (4) (A) and (B) are kept for at least three years and made available or accessible to enforcement personnel as defined in subsection (g) within three business days of their request.</li> </ul> <p>(d) Exemptions. This section does not apply for the period or periods during which:</p> <ul style="list-style-type: none"> <li>(1) idling is necessary while stopped: <ul style="list-style-type: none"> <li>(A) for an official traffic control device;</li> <li>(B) for an official traffic control signal;</li> </ul> </li> </ul>



REFERENCE	CONTENT
	<p>(C) for traffic conditions over which the driver has no control, including, but not limited to: stopped in a line of traffic; or</p> <p>(D) at the direction of a peace officer;</p> <p>(2) idling is necessary to ascertain that the school bus, transit bus, school pupil activity bus, youth bus, general public paratransit vehicle, or other commercial motor vehicle is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order, either as part of the driver's daily vehicle inspection, or as otherwise needed;</p> <p>(3) idling is necessary for testing, servicing, repairing, or diagnostic purposes;</p> <p>(4) idling is necessary, for a period not to exceed three to five minutes (as per the recommendation of the manufacturer), to cool down a turbo-charged diesel engine before turning the engine off;</p> <p>(5) idling is necessary to accomplish work for which the vehicle was designed, other than transporting passengers, for example:</p> <p>(A) collection of solid waste or recyclable material by an entity authorized by contract, license, or permit by a school or local government;</p> <p>(B) controlling cargo temperature; or</p> <p>(C) operating a lift, crane, pump, drill, hoist, mixer, or other auxiliary equipment other than a heater or air conditioner;</p> <p>(6) idling is necessary to operate:</p> <p>(A) a lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities; or</p> <p>(B) a heater or an air conditioner of a bus or vehicle that has, or will have, one or more children with exceptional needs aboard;</p> <p>(7) idling is necessary to operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or health of the driver or passengers, or as otherwise required by federal or State motor carrier safety regulations; or</p> <p>(8) idling is necessary solely to recharge a battery or other energy storage</p>



REFERENCE	CONTENT
	<p>of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the School bus driver shall do all of the following:</p> <ol style="list-style-type: none"> <li data-bbox="526 422 1432 604">(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the School bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.</li> <li data-bbox="526 625 1432 705">(2) Require all pupils who need to cross the highway or private road upon which the School bus is stopped to walk in front of the bus as they cross.</li> <li data-bbox="526 726 1432 909">(3) Ensure that all pupils who need to cross the highway or private road upon which the School bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the School bus before setting the School bus in motion.</li> </ol> <p>(e) Except at a location where pupils are loading or unloading from a School bus and must cross a highway or private road upon which the School bus is stopped, the School bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:</p> <ol style="list-style-type: none"> <li data-bbox="526 1182 1432 1262">(1) School bus loading zones on or adjacent to school grounds or during an activity trip, if the School bus is lawfully stopped or parked.</li> <li data-bbox="526 1283 1432 1465">(2) Where the School bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled School bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.</li> <li data-bbox="526 1486 1432 1717">(3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the School bus and providing the assistance extends the length of time the School bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.</li> <li data-bbox="526 1738 1432 1871">(4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the School bus motor carrier.</li> </ol>

REFERENCE	CONTENT
	<p>(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the School bus is completely off the main traveled portion of the highway.</p> <p>(6) Any location determined by a school district, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.</p> <p>(f) Notwithstanding subdivisions (a) to (d), inclusive, the Department of the California Highway Patrol may require the activation of an approved flashing amber warning light system, if the School bus is so equipped, or the flashing red light signal system and stop signal arm, as required on the School bus, at any location where the department determines that the activation is necessary for the safety of school pupils loading or unloading from a School bus.</p> <p><b>Danger Zones</b></p> <p>Drivers must be aware of the many dangers associated with the areas outside the vehicle referred to as the danger zones. Drivers must check all mirrors for any pupils, pedestrians, or other problem objects in the danger zones prior to moving the vehicle. It is critical that proper mirror procedures be used before and during any movement of the vehicle.</p>

REFERENCE	CONTENT
	<div data-bbox="477 262 1421 930" data-label="Diagram"> <p><b>DANGER ZONES</b></p> <p><b>SCHOOL BUS</b></p> <p><b>DANGER ZONE</b></p> <p><b>MOST DANGEROUS DANGER ZONE</b></p> <p><b>WALKING AREA</b></p> <p><b>RS</b></p> <p><b>10 FEET</b></p> <p><b>10 FEET</b></p> <p>OFFICE OF SCHOOL TRANSPORTATION California Department of Education</p> </div> <p data-bbox="704 982 1224 1024"><b>Figure Unit VII-02. Danger Zones</b></p> <div data-bbox="191 1100 412 1255" data-label="Text"> <p><b>1238(a) 13 CCR</b> <b>SB-SPAB</b> <b>Ref.____ Pg.____</b></p> </div> <div data-bbox="477 1100 1421 1255" data-label="Text"> <p><b>School Bus Stops</b></p> <p>Designated stops. School bus and SPAB stops made for receiving and discharging pupils shall be designated by the school district superintendent.</p> </div> <div data-bbox="191 1331 412 1486" data-label="Text"> <p><b>1238(b) 13 CCR</b> <b>School Bus</b> <b>Ref.____ Pg.____</b></p> </div> <div data-bbox="477 1331 1421 1591" data-label="Text"> <p><b>Prohibited Stops</b></p> <p>A school bus stop shall not be designated at the following locations:</p> <ol style="list-style-type: none"> <li>(1) Within 200 feet of the nearest rail of any railroad crossing or grade, except at railroad stations or on highways that parallels the railroad tracks.</li> </ol> </div>

REFERENCE	CONTENT
	<div data-bbox="477 268 1432 529" data-label="Image"> <p>A top-down diagram of a single-lane road. A bus is stopped in the center of the road. To the right of the bus, a railroad crossing is indicated by two vertical lines and a cross-tick symbol. The road has dashed white lines for lane boundaries.</p> </div> <p data-bbox="509 558 1416 592"><b>Figure Unit VII-03. Stop not allowed, less than 200 feet from the nearest rail</b></p> <p data-bbox="500 659 980 693">(2) The left-hand side of any highway.</p> <div data-bbox="477 760 1432 940" data-label="Image"> <p>A top-down diagram of a two-lane highway with a dashed white center line. A bus is stopped on the left-hand side of the road, facing right. Several cars are shown traveling in both directions. On the right side of the road, two white arrows point in opposite directions to indicate traffic flow.</p> </div> <p data-bbox="552 991 1373 1024"><b>Figure Unit VII-04. Stop not allowed on the left-hand side of the highway</b></p> <p data-bbox="500 1092 1425 1327">(3) On a divided or multiple-lane highway where pupils must cross the highway to board or after exiting the bus, unless traffic is controlled by a traffic officer or official traffic control signal. For the purposes of this subsection, a multiple-lane highway is defined as any highway having two or more lanes of travel in each direction.</p> <div data-bbox="501 1344 1386 1717" data-label="Image"> <p>A top-down diagram of a divided highway with a double white center line. A bus is stopped in the middle of the road, facing right. Several cars are shown traveling in both directions. The road has multiple lanes in each direction, separated by a double white line.</p> </div> <p data-bbox="480 1768 1429 1801"><b>Figure Unit VII-05. Stop not allowed on a divided highway where pupils must cross</b></p> <p data-bbox="477 1869 958 1902"><b>Note: Draw and explain each example.</b></p>

REFERENCE	CONTENT
<p><b>1238(c) 13 CCR</b></p> <p><b>School Bus</b></p> <p><b>Ref.____ Pg.____</b></p>	<p><b>CHP-Approved Stops</b></p> <p>CHP Approval. Unless approved by the department (<i>CHP</i>), a school bus stop shall not be designated at the following locations:</p> <ol style="list-style-type: none"> <li>(1) Upon the main traveled portion of a highway where there is not a clear view of the stop from 500 feet in each direction along the highway and the speed limit is more than 25 miles per hour.</li> <li>(2) On a highway, pursuant to <i>Vehicle Code</i> Section 22504(c).</li> </ol> <p><b>Note: Draw and explain each example.</b></p>
<p><b>1226 13 CCR</b></p> <p><b>School Bus</b></p> <p><b>Ref.____ Pg.____</b></p>	<p><b>Leaving Drivers Compartment</b></p> <p>When a pupil is aboard, the driver shall not leave the driver's compartment without first stopping the engine, effectively setting the parking brake, placing the transmission in first or reverse gear or park position, and removing the ignition keys, which shall remain in the driver's possession. On vehicles with automatic transmissions, which do not have a park position, the transmission shall be placed in neutral.</p>
<p><b>1202(b) 13 CCR</b></p> <p><b>SB-SPAB</b></p> <p><b>Ref.____ Pg.____</b></p>	<p><b>Authority of District Boards</b></p> <p>The governing board of any school district, county superintendent of schools, or equivalent private school entity or official, may adopt and enforce additional requirements governing the transportation of pupils. Such requirements shall not conflict with any law or state administrative regulation.</p> <p><b>Note: The governing board of a school district may require school bus drivers to escort high school pupils across the highway.</b></p>
<p><b>360 VC</b></p> <p><b>SB-SPAB-FL</b></p>	<p><b>Highway</b></p> <p>A "highway" is a way or place of whatever nature publicly maintained and</p>

REFERENCE	CONTENT
<p><b>TB-YB</b> <b>Ref.____ Pg.____</b></p>	<p>open</p> <p>to the use of the public for purposes of vehicular travel. Highway includes street.</p>
<p><b>445 VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b></p>	<p><b>Official Traffic Control Signal</b></p> <p>An “official traffic control signal” is any device, whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and proceed and which is erected by authority of a public body or official having jurisdiction. <i>(Most commonly they are traffic signal lights showing red, amber, and green.)</i></p>
<p><b>625 VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b></p>	<p><b>Traffic Officer</b></p> <p>A “traffic officer” is any member of the California Highway Patrol, or any peace officer who is on duty for the exclusive or main purpose of enforcing Division 10 (commencing with sections 20000 [Accidents and Accident Reports]) or 11 (commencing with section 21000 [Rules of the Road]). <i>(Adult or student crossing guards are <u>not</u> traffic officers.)</i></p>
<p><b>22504(c) VC</b> <b>School Bus</b> <b>Ref.____ Pg.____</b></p>	<p><b>Unincorporated Area Parking; School Bus Stops</b></p> <p>When, in the judgment of the governing board of a school district, it is necessary for the safety of pupils being transported to and from schools to authorize a school bus stop at a place where there is not a clear view of the stop from a distance of 200 feet in each direction along the highway, such stop may be authorized by and with the approval of the CHP. The Department of Transportation, in respect to state highways, and local authorities, in respect to highways under their jurisdiction, shall place sufficient signs along the highway to give adequate notice to motorists that they are approaching such bus stops.</p>



REFERENCE	CONTENT
<p><b>22500.5 VC</b></p> <p><b>SB-TB</b></p> <p><b>Ref.____ Pg.____</b></p>	<p><b>Transit System Stops</b></p> <p>Upon agreement between a transit system operating buses engaged as common carriers in local transportation and a public school district, local authorities may, by ordinance, permit school buses owned by, or operated under contract for, that public school district to stop for the loading or unloading of passengers alongside any or all curb spaces designated for the loading or unloading of passengers of the transit system buses.</p>

REFERENCE	CONTENT
	<b><u>PASSING SCHOOL BUSES</u></b>
<b>22454(a) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p><b>School Bus: Meeting and Passing</b></p> <p>The driver of any vehicle, upon meeting or overtaking, from either direction, any school bus equipped with signs as required in this code, that is stopped for the purpose of loading or unloading any schoolchildren and displays a flashing red light signal and stop signal arm, as defined in paragraph (4) of subdivision (b) of Section 25257, if equipped with a stop signal arm, visible from front or rear, shall bring the vehicle to a stop immediately before passing the school bus and shall not proceed past the schoolbus until the flashing red light signal and stop signal arm, if equipped with a stop signal arm, cease operation.</p>
<b>22454(b) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p>(1) The driver of a vehicle upon a divided highway or multiple-lane highway need not stop upon meeting or passing a school bus that is upon the other roadway.</p> <p>2) For the purposes of this subdivision, a multiple-lane highway is any highway that has two or more lanes of travel in each direction.</p>
<b>22454(c) VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p>(1) If a vehicle was observed overtaking a school bus in violation of subdivision (a) and the driver of the school bus witnessed the violation, the driver may, within 24 hours, report the violation and furnish the vehicle license plate number and description and the time and place of the violation to the local law enforcement agency having jurisdiction of the offense. That law enforcement agency shall issue a letter of warning prepared in accordance with paragraph (2) with respect to the alleged violation to the registered owner of the vehicle. The issuance of a warning letter under this paragraph shall not be entered on the driving record of the person to whom it is issued, but does not preclude the imposition of any other applicable penalty.</p>
<b>22454(d) VC</b>	<p>This section also applies to a roadway upon private property.</p>

REFERENCE	CONTENT
<b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	
<b>22454.5 VC</b> <b>SB-SPAB-FL</b> <b>TB-YB</b> <b>Ref.____ Pg.____</b>	<p><b>Violations</b></p> <p>Notwithstanding Section 42001, a person convicted of a first violation of Section 22454 shall be punished by a fine of not less than one hundred fifty dollars (\$150) or more than two hundred fifty dollars (\$250). A person convicted of a second, separate, violation of Section 22454 shall be punished by a fine of not less than five hundred dollars (\$500) or more than one thousand dollars (\$1,000). If a person is convicted of a third or subsequent violation of Section 22454 and the offense occurred within three years of two or more separate violations of Section 22454, the Department of Motor Vehicles shall suspend the persons driving privilege to operate a motor vehicle for one year.</p> <p><b><u>BUS DRIVER’S RESPONSIBILITY</u></b></p> <p>As a school bus approaches a bus stop, during the loading and unloading procedures, and when the bus leaves the stop, when does the drivers responsibility for a pupils safety begin and end?</p> <p>The drivers responsibility starts approximately at the point where the driver can recognize the pupil as the bus approaches or leaves a bus stop. If a driver observes a pupil misbehaving or failing to follow rules or procedures while at the bus stop (e.g., destroying property, playing in the roadway, running across the roadway to the bus), the driver (for the safety of the pupil and the public) must take appropriate action to correct the situation. The driver must report the problem to his or her supervisor.</p>

REFERENCE	CONTENT
<p data-bbox="188 443 321 474"><b>44808 EC</b></p> <p data-bbox="188 573 342 604"><b>School Bus</b></p> <p data-bbox="188 632 391 663"><b>Ref.____ Pg.____</b></p>	<p data-bbox="477 270 1393 359"><b>While the bus is stopped to load or unload pupils, the pupils are the direct responsibility of the driver.</b></p> <p data-bbox="477 438 1380 539"><b><i>Education Code Section 44808 addresses schools' liability for</i></b></p> <p data-bbox="477 573 1271 609"><b>pupils when the pupils are not on school property:</b></p> <p data-bbox="500 636 1412 1073">Notwithstanding any other provision of this code, no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property, unless such district, board, or person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances.</p> <p data-bbox="500 1144 1406 1325">In the event of such a specific undertaking, the district, board, or person shall be liable or responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of an employee of such district or board.</p>

## PROCEDURES FOR LOADING AND UNLOADING PASSENGERS

### **Passenger Loading - Red Light Exempt, Right Side, Nonescorted (1)**

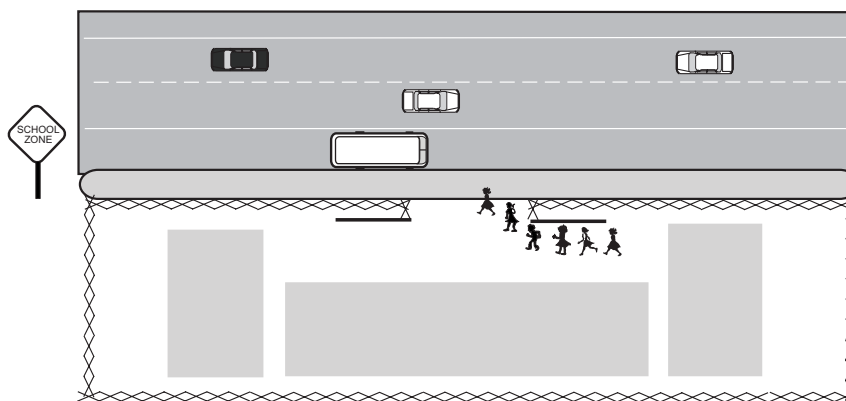


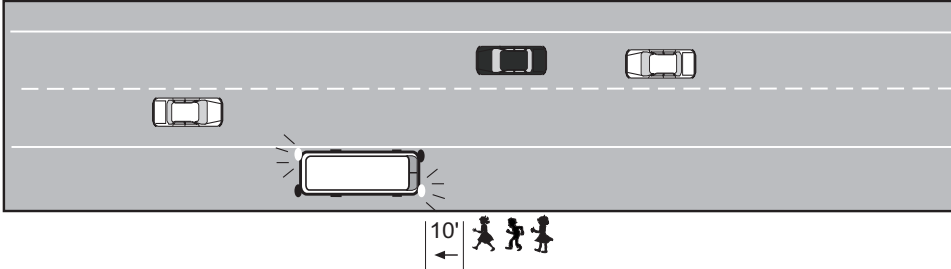
Figure Unit VII-06. Passenger Loading - Red Light Exempt, Right Side, Nonescorted

**Note: Instructors draw a diagram of the roadway and this bus stop. Explain each of the following steps for a loading, red light exempt, right side, nonescorted stop. All pupils should be waiting on the right side of the highway or private road, and no pupils will need to cross the highway or private road upon which the school bus is stopped (22112 VC).**

1. Begin slowing the bus in preparation for the designated stop.
2. Apply the brakes with enough pressure to activate the stoplamps so that following vehicles will have an indication that the bus is preparing to stop.
3. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.

REFERENCE	CONTENT
	<p>4 . Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.</p> <p>5. Approach the pupils slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).</p> <p>6. Do not stop any closer than <b>10 feet</b> from the waiting pupils. Pupils should be facing the approaching bus. <b>(Ref: Danger Zones Graphic)</b></p> <p>7. Once the bus is stopped, cancel the right-side turn signal lamps, and apply the parking brake.</p> <p>8. Place a standard transmission in <b>first</b> or <b>reverse</b> gear, or an automatic transmission in the <b>park</b> position.</p> <p><b>Note: On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.</b></p> <p>9. Turn off the engine.</p> <p><b>Note: Regulation (13 CCR 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).</b></p> <p>10. Open the entrance door when you are ready to board the pupils. Pupils should not move toward the bus until the entrance door opens.</p> <p><b>Note: The signal for pupils to begin loading the bus will be the opening of the entrance door and not the bus's simply coming to a stop. The driver may use the external public address system (if applicable) to reinforce this procedure. Pupils must have received written instruction in school bus emergency procedures and</b></p>

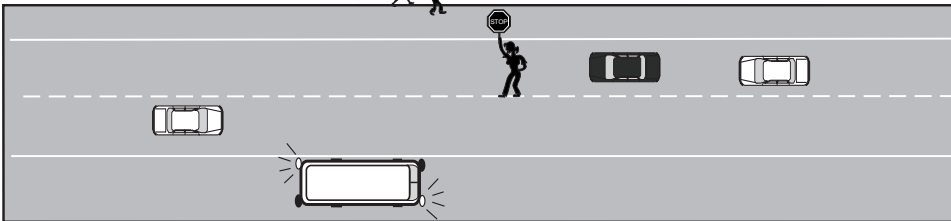
REFERENCE	CONTENT
	<p>passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).</p> <p>11. Have the pupils go directly to their seats.</p> <p>12. Ensure that all pupils have safely boarded and then close the entrance door.</p> <p><b>Note: Pupils must be seated before you place the bus in motion.</b></p> <p>13. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the <b>front cross-view mirror(s)</b> for pupils who may be in front of the bus.</p> <p>14. Restart the engine.</p> <p><b>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</b></p> <p>15. Place the transmission in gear, and release the parking brake.</p> <p>16. Check the traffic and the <b>danger zones</b> using all mirrors before moving the bus; activate the left-side turn signal lamps and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.</p> <p><b>Note: Emphasize the proper use of mirrors, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>QUESTIONS?</b></p>

REFERENCE	CONTENT
	<p data-bbox="477 268 1243 310"><b>Passenger Loading - Right Side, Nonescorted (2)</b></p>  <p data-bbox="545 688 1354 722"><b>Figure Unit VII-07. Passenger Loading-Right Side, Nonescorted</b></p> <p data-bbox="477 806 1421 1062"><b>Note: Instructors draw a diagram of the roadway and this bus stop. Explain each of the following steps for a loading, right side, nonescorted stop. All pupils should be waiting on the right side of the highway or private road, and no pupils will need to cross the highway or private road upon which the school bus is stopped (22112 VC).</b></p> <ol data-bbox="477 1087 1421 1898" style="list-style-type: none"> <li>1. Begin slowing the bus in preparation for the designated stop.</li> <li>2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the bus stop.</li> <li>3. Apply the brakes with enough pressure to activate the stoplamps so that following vehicles will have an indication that the bus is preparing to stop.</li> <li>4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.</li> <li>5. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.</li> <li>6. Approach the pupils slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).</li> <li>7. Do not stop any closer than <b>10 feet</b> from the waiting pupils. Pupils should be facing the approaching bus. <b>(Ref: Danger Zones Graphic)</b></li> </ol>



REFERENCE	CONTENT
	<p>8. Once the bus is stopped, cancel the right-side turn signal lamps, and apply the parking brake.</p> <p>9. Place a standard transmission in <b>first</b> or <b>reverse</b> gear, or an automatic transmission in the <b>park</b> position.</p> <p><b>Note: On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.</b></p> <p>10. Turn off the engine.</p> <p><b>Note: Regulation (13 CCR 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).</b></p> <p>11. Deactivate the amber warning light system.</p> <p>12. Check all mirrors, and when safe to do so, activate the flashing red light signal system (crossover lights) and stop signal arm, if so equipped, and wait for traffic to stop.</p> <p><b>Note: Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).</b></p> <p>13. Open the entrance door when you are ready to board the pupils. Pupils should not move toward the bus until the flashing red light signal system has been activated and the entrance door opens.</p> <p><b>Note: The signal for pupils to begin loading the bus will be the activation of the flashing red light signal system and the opening of the entrance door, and not the bus's simply coming to a stop. The driver may use the external public address system (if applicable) to</b></p>

REFERENCE	CONTENT
	<p>reinforce this procedure. Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).</p> <p>14. Have pupils go directly to their seats.</p> <p>15. Ensure that all pupils have safely boarded and then close the entrance door.</p> <p><b>Note: Pupils must be seated before you place the bus in motion.</b></p> <p>16. Turn off the flashing red light signal system (crossover lights) and stop signal arm, if so equipped.</p> <p>17. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the <b>front cross-view mirror(s)</b> for pupils who may be in front of the bus.</p> <p>18. Restart the engine.</p> <p><b>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</b></p> <p>19. Place the transmission in gear, and release the parking brake.</p> <p>20. Check the traffic and the <b>danger zones</b> using all mirrors before moving the bus; activate the left-side turn signal lamps and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.</p> <p><b>Note: Emphasize the proper use of mirrors, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>QUESTIONS?</b></p>

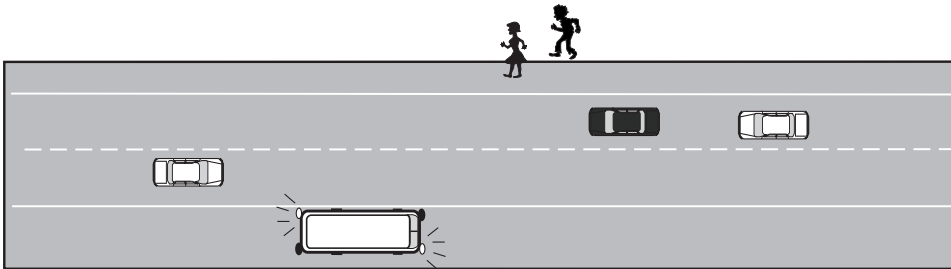
REFERENCE	CONTENT
	<p data-bbox="477 268 1146 310"><b>Passenger Loading-Escorted Crossover (3)</b></p>  <p data-bbox="578 642 1321 676"><b>Figure Unit VII-08. Passenger Loading-Escorted Crossover</b></p> <p data-bbox="477 756 1406 789"><b>Note: Instructors draw a diagram of the roadway and this bus stop.</b></p> <p data-bbox="477 814 1406 1012"><b>Explain each of the following steps for a loading, escorted, crossover stop. Pupils should be waiting on the left side of the highway or private road and will need to cross the highway or private road upon which the school bus is stopped (22112 VC).</b></p> <ol data-bbox="477 1037 1421 1906" style="list-style-type: none"> <li>1. Begin slowing the bus in preparation for the designated stop.</li> <li>2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the bus stop.</li> <li>3. Apply the brakes with enough pressure to activate the stoplamps so that following vehicles will have an indication that the bus is preparing to stop.</li> <li>4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.</li> <li>5. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.</li> <li>6. Approach the pupils slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).</li> <li>7. Do not stop any closer than <b>10 feet</b> from the waiting pupils. Pupils should be facing the approaching bus. <b>(Ref: Danger Zones Graphic)</b></li> <li>8. Once the bus is stopped, cancel the right-side turn signal lamps and</li> </ol>

REFERENCE	CONTENT
	<p>apply the parking brake.</p> <p>9. Place a standard transmission in <b>first</b> or <b>reverse</b> gear, or an automatic transmission in the <b>park</b> position.</p> <p><b>Note: On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.</b></p> <p>10. Turn off the engine.</p> <p><b>Note: Regulation (13 CCR 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).</b></p> <p>11. Remove the ignition key and keep it in your possession.</p> <p>12. Deactivate the amber warning light system.</p> <p>13. Check all mirrors, and when safe to do so, activate the flashing red light signal system (crossover lights) and stop signal arm, if so equipped, and wait for traffic to stop.</p> <p><b>Note: Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).</b></p> <p>14. Open the entrance door and look in all directions on the right side of the bus before exiting.</p> <p>15. Remove the hand-held <b>stop sign</b> from its holder.</p> <p>16. Step off the bus and walk approximately 10 feet in front of the bus before turning to enter the roadway.</p> <p><b>Note: The signal for pupils to begin loading the bus will be the activation of the flashing red light signal system, the presence of the</b></p>

REFERENCE	CONTENT
	<p>school bus driver in the center of the highway or private road holding a hand-held stop sign, and verbal direction by the school bus driver to begin crossing the highway to enter the bus, and not the bus's simply coming to a stop. Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).</p> <p>17. Turn toward the bus, look up, and verify that the amber warning light system is off and the flashing red light signal system is activated (red lights are flashing alternately).</p> <p><b>Note: If the flashing red light signal system (crossover lights) becomes inoperative prior to or during the escorting of pupils, the escort procedures must stop. Pupils can cross the highway only under the protection of a properly functioning flashing red light signal system.</b></p> <p>18. Walk from the right edge of the roadway away from the bus at a 45 degree angle and toward the center of the roadway. Stop prior to entering the traffic lane and look in all directions for traffic. This position allows the best view of traffic coming from the left while you are still in a protected position. Remember that the hand-held <b>stop sign</b> shall be used for all escorted crossings and should be held vertically, above waist level, with the printed words <b>STOP</b> facing traffic in both directions. <b>You are now in one of the most dangerous environments on earth, a public highway; do not assume that any vehicle will stop or that all pupils will follow procedures.</b> Vehicles may try to pass the bus, and pupils may attempt to run across the roadway before you are ready. <b>Take charge of the situation.</b> Upon</p>

REFERENCE	CONTENT
	<p>reaching the center of the roadway, turn and face the pupils (left side of the roadway). This position enables you to have a clear view of the pupils and traffic in both directions.</p> <p>19. When traffic has stopped in both directions, <b>tell</b> the pupils to <b>walk</b>, not run, as they cross the highway or private road. Do not use hand motions or gestures to signal pupils. Some motorists may mistake a hand gesture as a signal for them to proceed. The pupils must cross the roadway between you and the front of the bus, never behind you or to the rear of the bus.</p> <p><b>Note: School and other transportation administrators should adopt policies that standardize signs or signals used by school bus drivers to inform hearing-impaired pupils when it is safe to cross the highway.</b></p> <p>20. When the last pupil has crossed the middle of the roadway, turn and face the bus (right side of the roadway). When the last pupil has reached the right side of the roadway, walk immediately to the right side of the roadway, continuing to hold the <b>stop sign</b> so as to be visible to traffic in both directions. Check under and around the exterior of the bus to make sure that no pupil is in the <b>danger zones</b>. Enter the bus.</p> <p>21. On entering the bus, ensure that all pupils have safely boarded and go directly to their seats.</p> <p>22. Immediately place the hand-held <b>stop sign</b> in its holder, close the entrance door, turn off the flashing red light signal system (crossover lights), and deactivate the stop signal arm, if so equipped.</p> <p>23. Sit down in the driver's seat and fasten the driver's seat belt.</p> <p>24. Check to see that all pupils are accounted for and properly seated.</p> <p><b>Note: Pupils must be seated before you place the bus in motion.</b></p> <p>25. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the <b>front cross-view mirror(s)</b> for pupils who may be in front</p>

REFERENCE	CONTENT
	<p>of the bus.</p> <p>26. Restart the engine.</p> <p><b>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</b></p> <p>27. Place the transmission in gear, and release the parking brake.</p> <p>28. Check the traffic and the <b>danger zones</b> using all mirrors before moving the bus; activate the left-side turn signal lamps and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.</p> <p><b>Note: Emphasize the proper use of mirrors, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>QUESTIONS?</b></p>

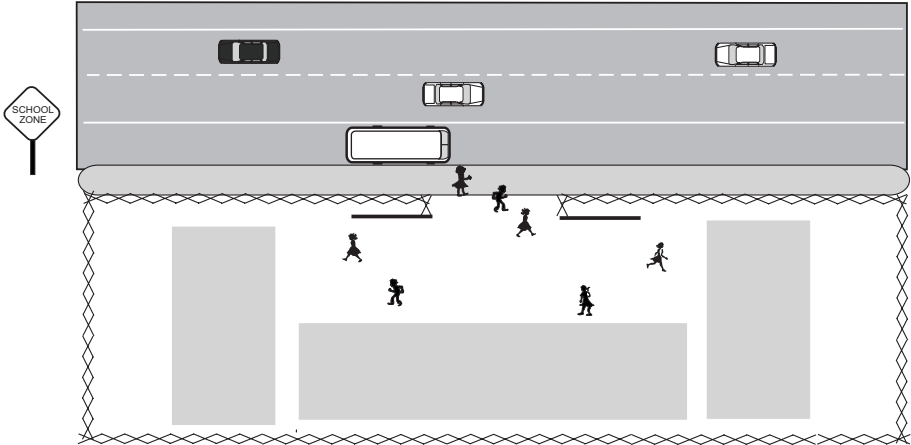
REFERENCE	CONTENT
	<p data-bbox="477 268 1211 310"><b>Passenger Loading-Nonescorted Crossover (4)</b></p>  <p data-bbox="581 655 1370 688"><b>Figure Unit VII-09. Passenger Loading-Nonescorted Crossover</b></p> <p data-bbox="477 772 1403 1087"><b>Note: Instructors draw a diagram of the roadway and this bus stop. Explain each of the following steps for a loading, nonescorted crossover stop. <u>Secondary grade-level pupils only</u> should be waiting on the left side of the highway or private road and will need to cross the highway or private road upon which the school bus is stopped (22112 VC).</b></p> <ol data-bbox="477 1108 1421 1864" style="list-style-type: none"> <li>1. Begin slowing the bus in preparation for the designated stop.</li> <li>2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the bus stop.</li> <li>3. Apply the brakes with enough pressure to activate the stoplamps so that following vehicles will have an indication that the bus is preparing to stop.</li> <li>4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.</li> <li>5. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the bus stop.</li> <li>6. Approach the pupils slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).</li> <li>7. Do not stop any closer then <b>10 feet</b> from waiting pupils. Pupils should</li> </ol>



REFERENCE	CONTENT
	<p>be facing the approaching bus. <b>(Ref: Danger Zones Graphic)</b></p> <p>8. Once the bus is stopped, cancel the right-side turn signal lamps and apply the parking brake.</p> <p>9. Place a standard transmission in <b>first</b> or <b>reverse</b> gear, or an automatic transmission in the <b>park</b> position.</p> <p><b>Note: On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.</b></p> <p>10. Turn off the engine.</p> <p><b>Note: Regulation (13 CCR 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).</b></p> <p>11. Deactivate the amber warning light system.</p> <p>12. Check all mirrors, and when safe to do so, activate the flashing red light signal system (crossover lights) and stop signal arm, if so equipped, and wait for traffic to stop.</p> <p><b>Note: Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).</b></p> <p>13. Open the entrance door when you are ready to board the pupils. Pupils should not move toward the bus until the flashing red light signal system has been activated, all traffic has stopped, the entrance door is opened, and verbal direction is given by the school bus driver to cross the highway or private road upon which the school bus is stopped.</p> <p><b>Note: The signal for pupils to begin loading will be the activation of</b></p>

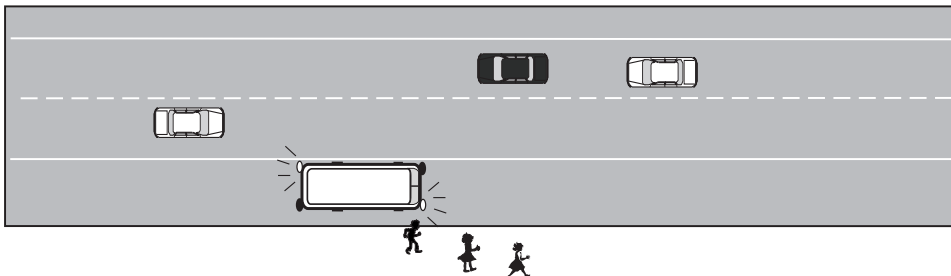
REFERENCE	CONTENT
	<p>the flashing red light signal system, all traffic has stopped, the entrance door is opened, and verbal direction by the school bus driver to cross the highway or private road, and not the bus's simply coming to a stop. The driver may use the external public address system (if applicable) to reinforce this procedure. Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC). School administrators should adopt a policy that standardizes signs or signals used by school bus drivers to inform hearing-impaired pupils when it is safe to cross the highway.</p> <p>14. When traffic has stopped in both directions and it is safe for the pupils to cross the roadway, <b>tell</b> the pupils to walk, not run, as they cross the highway or private road. Do not use a hand motion or gestures to signal pupils. Some motorists may mistake a hand gesture as a signal for them to proceed. You may use the public address system (if applicable) to reinforce this procedure. Pupils must cross the street in front of the bus, never to the rear of the bus.</p> <p><b>Note: If the flashing red light signal system (crossover lights) becomes inoperative prior to or during the crossing of pupils, the crossing procedures must stop. Pupils can cross the highway only under the protection of a properly functioning flashing red light signal system.</b></p> <p>15. When pupils reach the left edge of the roadway prior to crossing it, instruct them to stop and look in both directions to make sure the roadway is still clear and safe to cross.</p> <p>16. When the last pupil has entered the bus, close the entrance door, turn</p>

REFERENCE	CONTENT
	<p>off the flashing red light signal system (crossover lights), and deactivate the stop signal arm, if so equipped.</p> <p>17. Have the pupils go directly to their seats.</p> <p>18. Check to see that all pupils are accounted for and properly seated.</p> <p><b>Note: Pupils must be seated before you place the bus in motion.</b></p> <p>19. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the <b>front cross-view mirror(s)</b> for pupils who may be in front of the bus.</p> <p>20. Restart the engine.</p> <p><b>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</b></p> <p>21. Place the transmission in gear, and release the parking brake.</p> <p>22. Check the traffic and the <b>danger zones</b> using all mirrors before moving the bus; activate the left-side turn signal lamps, and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.</p> <p><b>Note: Emphasize the proper use of mirrors, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>QUESTIONS?</b></p>

REFERENCE	CONTENT
	<p data-bbox="477 268 1308 373"><b>Passenger Unloading-Red Light Exempt, Right Side, Nonescorted (5)</b></p>  <p data-bbox="477 945 1429 972"><b>Figure Unit VII-10. Passenger Unloading-Red Light Exempt, Right Side, Nonescorted</b></p> <p data-bbox="477 1056 1429 1371"><b>Note: Instructors draw a diagram of the roadway and this bus stop. Explain each of the following steps for an unloading, red light exempt, right side, nonescorted stop. All pupils will be exiting from the school bus to the right side of the highway or private road, and no pupils will need to cross the highway or private road upon which the school bus is stopped (22112 VC).</b></p> <ol data-bbox="477 1392 1429 1871" style="list-style-type: none"> <li data-bbox="477 1392 1429 1430">1. Begin slowing the bus in preparation for the designated stop.</li> <li data-bbox="477 1451 1429 1598">2. Apply the brakes with enough pressure to activate the stoplamps so that following vehicles will have an indication that the bus is preparing to stop.</li> <li data-bbox="477 1619 1429 1703">3. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.</li> <li data-bbox="477 1724 1429 1808">4. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.</li> <li data-bbox="477 1829 1429 1871">5. Approach the stop slowly and with extreme care, giving due</li> </ol>

REFERENCE	CONTENT
	<p>consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).</p> <ol style="list-style-type: none"> <li>6. Once the bus is stopped, cancel the right-side turn signal lamps and apply the parking brake.</li> <li>7. Place a standard transmission in <b>first</b> or <b>reverse</b> gear, or an automatic transmission in the <b>park</b> position.</li> </ol> <p><b>Note: On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.</b></p> <ol style="list-style-type: none"> <li>8. Turn off the engine.</li> </ol> <p><b>Note: Regulation (13 CCR 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).</b></p> <ol style="list-style-type: none"> <li>9. Check all mirrors again to ensure it is safe to unload pupils.</li> <li>10. Open the entrance door when ready to unload pupils.</li> <li>11. Unload pupils.</li> </ol> <p><b>Note: Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).</b></p> <ol style="list-style-type: none"> <li>12. Close the entrance door.</li> </ol> <p><b>Note: Pupils must be seated before you place the bus in motion.</b></p>

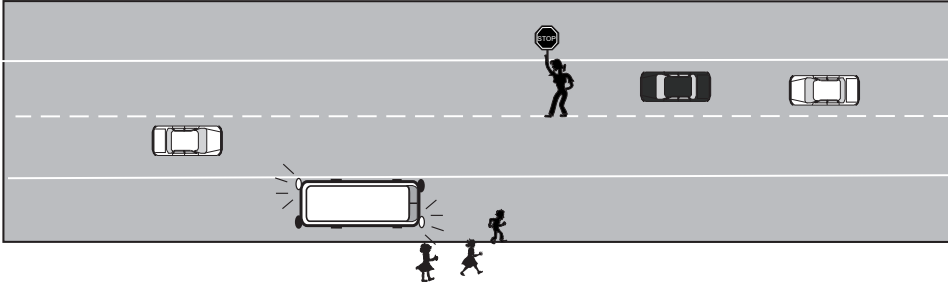
REFERENCE	CONTENT
	<p>13. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the <b>front cross-view mirror(s)</b> for pupils who may be in front of the bus.</p> <p>14. Restart the engine.</p> <p><b>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS!</b></p> <p>15. Place the transmission in gear, and release the parking brake.</p> <p>16. Do not move the bus until all pupils and other pedestrians are out of the <b>danger zones</b> and a safe distance away from the bus.</p> <p>17. Check traffic and the <b>danger zones</b> using all mirrors before moving the bus; activate the left-side turn signal lamps, and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.</p> <p><b>Note: Emphasize the proper use of mirrors, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>QUESTIONS?</b></p>

REFERENCE	CONTENT
	<p data-bbox="477 268 1256 310"><b>Passenger Unloading-Right Side, Nonescorted (6)</b></p>  <p data-bbox="558 688 1386 722"><b>Figure Unit VII-11. Passenger Unloading-Right Side, Nonescorted</b></p> <p data-bbox="477 806 1406 1121"><b>Note: Instructors draw a diagram of the roadway and this bus stop. Explain each of the following steps for an unloading, right-side, non-escorted stop. All pupils will be exiting from the school bus to the right side of the highway or private road, and no pupils will need to cross the highway or private road upon which the school bus is stopped (22112 VC).</b></p> <ol data-bbox="477 1142 1421 1898" style="list-style-type: none"> <li>1. Begin slowing the bus in preparation for the designated stop.</li> <li>2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the bus stop.</li> <li>3. Apply the brakes with enough pressure to activate the stoplamps so that following vehicles will have an indication that the bus is preparing to stop.</li> <li>4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.</li> <li>5. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.</li> <li>6. Approach the stop slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).</li> <li>7. Once the bus is stopped, cancel the right-side turn signal lamps and</li> </ol>

REFERENCE	CONTENT
	<p>apply the parking brake.</p> <p>8. Place a standard transmission in <b>first</b> or <b>reverse</b> gear, or an automatic transmission in the <b>park</b> position.</p> <p><b>Note: On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.</b></p> <p>9. Turn off the engine.</p> <p><b>Note: Regulation (13 CCR 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).</b></p> <p>10. Deactivate the amber warning light system.</p> <p>11. Check all mirrors, and when safe to do so, activate the flashing red light signal system (crossover lights) and stop signal arm, if so equipped, and wait for traffic to stop.</p> <p><b>Note: Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).</b></p> <p>12. Check all mirrors again to ensure it is safe to unload pupils.</p> <p>13. Open the entrance door when ready to unload pupils.</p> <p>14. Unload pupils.</p> <p><b>Note: Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading</b></p>



REFERENCE	CONTENT
	<p>procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).</p> <p>15. Close the entrance door.</p> <p>16. Turn off the flashing red light signal system (crossover lights).</p> <p><b>Note: Pupils must be seated before you place the bus in motion.</b></p> <p>17. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the <b>front cross-view mirror(s)</b> for pupils who may be in front of the bus.</p> <p>18. Restart the engine.</p> <p><b>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS!</b></p> <p>19. Place the transmission in gear, and release the parking brake.</p> <p>20. Do not move the bus until all pupils and other pedestrians are out of the <b>danger zones</b>, and a safe distance away from the bus.</p> <p>21. Check traffic and the <b>danger zones</b> using all mirrors before moving the bus; activate the left-side turn signal lamps and when safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.</p> <p><b>Note: Emphasize the proper use of mirrors, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>QUESTIONS?</b></p>

REFERENCE	CONTENT
	<p data-bbox="477 268 1185 310"><b>Passenger Unloading-Escorted Crossover (7)</b></p>  <p data-bbox="602 690 1354 722"><b>Figure Unit VII-12. Passenger Unloading-Escorted Crossover</b></p> <p data-bbox="477 806 1421 1121"><b>Note: Instructors draw a diagram of the roadway and this bus stop. Explain each of the following steps for an unloading, escorted crossover stop. Pupils will be exiting from the school bus to the right side of the highway or private road and will need to be escorted across the highway or private road upon which the school bus is stopped (22112 VC).</b></p> <ol data-bbox="477 1142 1421 1898" style="list-style-type: none"> <li>1. Begin slowing the bus in preparation for the designated bus stop.</li> <li>2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the bus stop.</li> <li>3. Apply the brakes with enough pressure to activate the stoplamps so that following vehicles will have an indication the bus is preparing to stop.</li> <li>4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.</li> <li>5. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.</li> <li>6. Approach the stop slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).</li> <li>7. Once the bus is stopped, cancel the right-side turn signal lamps and</li> </ol>

REFERENCE	CONTENT
	<p>apply the parking brake.</p> <p>8. Place a standard transmission in <b>first</b> or <b>reverse</b> gear, or an automatic transmission in the <b>park</b> position.</p> <p><b>Note: On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.</b></p> <p>9. Turn off the engine.</p> <p><b>Note: Regulation (13 CCR 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).</b></p> <p>10. Remove the ignition key, which shall remain in your possession.</p> <p>11. Instruct pupils who are unloading at this stop to move to the front of the bus and to wait for your direction to exit.</p> <p>12. Deactivate the amber warning light system.</p> <p>13. Check all mirrors, and when safe to do so, activate the flashing red light signal system (crossover lights) and stop signal arm, if so equipped, and wait for traffic to stop.</p> <p><b>Note: Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).</b></p> <p>14. Open the entrance door and look in all directions on the right side of the bus before exiting.</p> <p>15. Remove the hand-held <b>stop sign</b> from its holder.</p> <p>16. Step off the bus and walk approximately 10 feet in front of the bus before turning to enter the roadway.</p>

REFERENCE	CONTENT
	<p>17. Turn toward the bus, look up, and verify that the amber warning light system is off and the flashing red light signal system is activated (red lights are flashing alternately).</p> <p><b>Note: If the flashing red light signal system (crossover lights) becomes inoperative prior to or during the escorting of pupils, the escort procedures must stop. Pupils can cross the highway only under the protection of a properly functioning flashing red light signal system.</b></p> <p>18. Have pupils carefully exit through the entrance door and wait at the right front corner of the bus.</p> <p><b>Note: Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).</b></p> <p>19. Walk from the right edge of the roadway away from the bus at a 45-degree angle and toward the center of the roadway. Stop prior to entering the traffic lane and look in all directions for traffic. This position allows the best view of traffic coming from the left while you are still in a protected position. Remember that the hand-held <b>stop sign</b> shall be used for all escorted crossings and should be held vertically, above waist level, with the printed words <b>STOP</b> facing traffic in both directions. <b>You are now in one of the most dangerous environments on earth, a public highway; do not assume that any vehicle will stop or that all pupils will follow procedures.</b> Vehicles may try to pass the bus, and pupils may attempt to run across the roadway before you are ready. <b>Take charge of the situation.</b> Upon reaching the center of the roadway, turn and face the pupils (right side</p>

REFERENCE	CONTENT
	<p>of the roadway). This position enables you to have a clear view of the pupils and traffic in both directions.</p> <p>20. When traffic has stopped in both directions, <b>tell</b> the pupils to <b>walk</b>, not run, as they cross the highway or private road. Do not use hand motions or gestures to signal pupils. Some motorists may mistake a hand gesture as a signal for them to proceed. The pupils must cross the roadway between you and the front of the bus, never behind you or to the rear of the bus.</p> <p><b>Note: School and other transportation administrators should adopt policies that standardize signs or signals used by school bus drivers to inform hearing-impaired pupils when it is safe to cross the highway.</b></p> <p>21. When the last pupil has crossed the middle of the roadway, turn and face the left side of the roadway, making sure the last pupil has safely crossed. When the last pupil has reached the left side of the roadway, turn and walk immediately to the right side of the roadway, continuing to hold the <b>stop sign</b> so as to be visible to traffic in both directions. Check under and around the exterior of the bus to make sure that no pupil is in the <b>danger zones</b>. Enter the bus.</p> <p>22. Immediately place the hand-held <b>stop sign</b> in its holder, close the entrance door, turn off the flashing red light signal system (crossover lights), and deactivate the stop signal arm, if so equipped.</p> <p>23. Sit down in the driver's seat and fasten the driver's seat belt.</p> <p>24. Check to see that all pupils are accounted for and properly seated.</p> <p><b>Note: Pupils must be seated before you place the bus in motion.</b></p> <p>25. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the <b>front cross-view mirror(s)</b> for pupils who may be in front of the bus.</p> <p>26. Restart the engine.</p> <p><b>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</b></p>

REFERENCE	CONTENT
	<p>27. Place the transmission in gear, and release the parking brake.</p> <p>28. Check the traffic and the <b>danger zones</b> using all mirrors before moving the bus; turn on the left-side turn signal lamps and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.</p> <p><b>Note: Emphasize the proper use of mirrors, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>QUESTIONS?</b></p> <p><b>Passenger Unloading-Nonescorted Crossover (8)</b></p>

REFERENCE	CONTENT
	<div data-bbox="477 331 1432 625" data-label="Image"> </div> <p data-bbox="548 642 1354 676" style="text-align: center;"><b>Figure Unit VII-13. Passenger Unloading-Nonescorted Crossover</b></p> <p data-bbox="477 758 1432 1073"><b>Note: Instructors draw a diagram of the roadway and this bus stop. Explain each of the following steps for an unloading, nonescorted crossover stop. <u>Secondary grade-level pupils only</u> will be exiting from the school bus to the right side of the highway or private road, and will need to cross the highway or private road upon which the school bus is stopped without driver escort (22112 VC).</b></p> <ol data-bbox="477 1094 1432 1906" style="list-style-type: none"> <li>1. Begin slowing the bus in preparation for the designate stop.</li> <li>2. As you approach the stop, activate the amber warning light system, if the bus is so equipped, beginning 200 feet before the stop.</li> <li>3. Apply the brakes with enough pressure to activate the stoplamps so that following vehicles will have an indication the bus is preparing to stop.</li> <li>4. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.</li> <li>5. Activate the right-side turn signal lamps during the last 100 feet prior to turning into the stop.</li> <li>6. Approach the stop slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).</li> <li>7. Once the bus is stopped, cancel the right-side turn signal lamps and apply the parking brake.</li> </ol>

REFERENCE	CONTENT
	<p>8. Place a standard transmission in <b>first</b> or <b>reverse</b> gear, or an automatic transmission in the <b>park</b> position.</p> <p><b>Note: On buses equipped with an automatic transmission that does not have a park position, the transmission must be placed in neutral.</b></p> <p>9. Turn off the engine.</p> <p><b>Note: Regulation (13 CCR 2480) requires that school bus drivers, must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one hour (refer to 13 CCR 2480 for exceptions).</b></p> <p>10. Instruct pupils who are unloading at this stop to move to the front of the bus and to wait for your direction to exit.</p> <p>11. Deactivate the amber warning light system.</p> <p>12. Check all mirrors, and when safe to do so, activate the flashing red light signal system (crossover lights) and stop signal arm, if so equipped, and wait for traffic to stop.</p> <p><b>Note: Be aware that traffic may not, or may not be able to, stop immediately, especially heavy trucks and buses and all vehicles during adverse weather (e.g., rain, snow, ice).</b></p> <p>13. Open the entrance door and have pupils look in all directions on the right side of the bus as they carefully exit through the entrance door and wait at the right front corner of the bus.</p> <p><b>Note: Pupils must have received written instruction in school bus emergency procedures and passenger safety prior to riding a school bus for the first time, and once each year, pupils in prekindergarten through grade 8, who receive home-to-school transportation shall</b></p>



REFERENCE	CONTENT
	<p>receive safety instruction that includes, proper loading and unloading procedures, escorting by the driver, and how to safely cross the street, highway, or private road (39831.5 EC).</p> <p>14. When it is safe to do so, have the pupils walk approximately 10 feet in front of the bus before turning to enter the roadway. Instruct the pupils to look up at the flashing red light signal system (crossover lights) and make sure they are flashing alternately.</p> <p>15. Make sure pupils stop prior to entering the roadway and look in all directions for traffic. This position allows the pupils better vision of traffic coming from the left while they are still in a protected position. Make sure that the pupils understand that under no circumstances should they begin to cross the highway or private road until all traffic has stopped and you tell them to cross the roadway.</p> <p><b>Note: If the flashing red light signal system (crossover lights) becomes inoperative prior to or during the crossing of pupils, the crossing procedures must stop. Pupils can cross the highway only under the protection of a properly functioning flashing red light signal system.</b></p> <p>16. When traffic has stopped in both directions and it is safe for the pupils to cross the roadway, <b>tell</b> the pupils to <b>walk</b>, not run, as they cross the highway or private road. Do not use a hand motion or gestures to signal pupils. Some motorists may mistake a hand gesture as a signal for them to proceed. You may use the public address system (if applicable) to reinforce this procedure. Pupils must cross the street in front of the bus, never to the rear of the bus</p> <p><b>Note: School and other transportation administrators should adopt policies that standardize signs or signals used by school bus drivers to inform hearing-impaired pupils when it is safe to cross the highway.</b></p> <p>17. When the last pupil has safely reached the left side of the roadway, close the entrance door, turn off the flashing red light signal system</p>

REFERENCE	CONTENT
	<p>(crossover lights), and deactivate the stop signal arm, if so equipped.</p> <p>18. Check that all pupils are accounted for and properly seated.</p> <p><b>Note: Pupils must be seated before you place the bus in motion.</b></p> <p>19. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the <b>front cross-view mirror(s)</b> for pupils who may be in front of the bus.</p> <p>20. Restart the engine.</p> <p><b>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</b></p> <p>21. Place the transmission in gear, and release the parking brake.</p> <p>22. Check the traffic and the <b>danger zones</b> using all mirrors before moving the bus; turn on the left-side turn signal lamps and when safe it is to do so, pull into the flow of traffic; cancel the left-side turn signal lamps; regain road speed; and proceed to the next stop.</p> <p><b>Note: Emphasize the proper use of mirrors, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>QUESTIONS?</b></p> <p><b>Additional Safety Concerns</b></p> <p>School bus drivers must remember that they are responsible for the safety of pupils loading and unloading from the bus and of those that must cross the highway.</p> <p>Loading and unloading zones at school sites can be extremely dangerous. Train pupils not to push and shove others when getting on or off the bus. Instruct them to use handrails, go directly to their seats, and face forward in their seats at all times. When unloading at a school loading zone, always be sure that all pupils are out of the danger zones before moving the bus. If you cannot be sure, you may have to get out of the bus and</p>

REFERENCE	CONTENT
	<p>look for pupils or ask for adult assistance. Additional issues about school site loading and unloading zone safety are discussed later in this unit.</p> <p>School bus drivers shall ensure that all pupils who must cross the highway cross safely and that all other pupils are a safe distance from the school bus before placing the bus in motion. Example: A parent or legal guardian is waiting for a pupil on the opposite side of a highway from a bus stop. The pupil's residence is on the right side of the highway and routinely does not need to be escorted across the highway. The stop is not a designated red light crossing. The parent or guardian insists that the pupil cross the highway on this day. In this situation the school bus driver is still responsible for crossing the pupil under the protection of the red lights and the escort procedures. The school bus driver must explain to the parent or guardian that they are obligated by law to provide such protection and should try to enlist the cooperation of the parent. If the parent or guardian refuses to cooperate and allow the pupil to be escorted or the use of the red lights, notify your supervisor immediately and ask for assistance. If the parent or guardian continues to refuse the legal requirement of red light protection and the escort process, advise the parent or guardian that they should be on the side of the highway the school bus is parked on and release the pupil directly into the parent's custody. Advise the parent or guardian that you have now relinquished custody and they have full responsibility for the safety and welfare of the pupil. Advise your supervisor immediately regarding the incident.</p> <p>As a school bus driver you must know each pupil who rides your bus and which stop is hers or his. Example: If five pupils normally cross at a stop everyday and on arriving at that stop you see only four pupils, as soon as you step into the roadway, ask the first pupil if she or he knows where the</p>

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	<p>missing pupil is. This pupil may say that the missing pupil was taken to school by a parent or is ill today. Be cautious and continue looking for the missing pupil to come running to the bus. Late arriving pupils can create a very dangerous situation. Never become complacent with the routine events at a bus stop; always look for unusual conditions and situations during the loading and unloading of pupils and be prepared to adapt to those conditions and situations.</p> <p>In another situation, the pupils may have already crossed the roadway before the bus arrives. If so, count the pupils once you have pulled into the stop to see if everyone is there. If everyone is not there, start looking across the roadway for a late arriving pupil. Pupils should be instructed never to cross the roadway while the bus is approaching; they should wait until the driver implements the required crossover procedures. In the case of pupils in grades nine through twelve, the driver may, but is not required to, physically escort the pupils across the roadway. In either case, the driver must provide these pupils the protection of the flashing red signal lights and stop signal arm (if applicable). Pupils should never cross a roadway until the driver is prepared for them to cross and verbally instructs them to do so.</p> <p><b>Note: School administration policies and procedures may require school bus drivers to escort high school pupils across highways.</b></p> <p>During any bus loading or unloading situation, always look for preschool-age children who may be close by. Preschoolers tend to be fearless of the size and power of a school bus and may want to approach or be near it. Additionally, animals, such as dogs, can cause problems. Warn pupils to keep their pets away from bus stops. Be sure that all pedestrians and animals are far enough away from the bus and out of the <b>danger zones</b></p>

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	<p>before moving the bus. Remember, the loading and unloading of passengers is one of the most dangerous procedures you have to perform.</p> <p><b>There is no room for mistakes!</b></p>

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<p><b>25257.5 VC</b></p> <p><b>Ref.____ Pg.____</b></p>	<p style="text-align: center;"><b><u>SPECIAL LOADING AND UNLOADING</u></b></p> <p style="text-align: center;"><b><u>CONDITIONS</u></b></p> <p><b>Loading and Unloading at a Bus Turnaround</b></p> <p>It is best not to back a bus anytime when pupils are present unless an adult is assisting on the outside. If you must back, sound the horn before backing to warn people around the bus.</p> <p>You may use your emergency flashing lights (these are your front and rear turn signal lights [amber] that flash simultaneously, not your flashing red light signal system [crossover lights]) when backing.</p> <p>Let's discuss a backing maneuver in order to turn around. You are on a morning route picking up pupils at a turnaround point. Always stop and load the pupils before turning around. By loading them first, you will know where the pupils are. Then perform the backing maneuver.</p>

REFERENCE	CONTENT
	<div data-bbox="477 262 1430 882" data-label="Diagram"> </div> <p data-bbox="643 926 1273 963"><b>Figure Unit VII-14. Loading at a turnaround</b></p> <p data-bbox="477 1043 1390 1190">On the return route always perform the backing maneuver first. During behind-the-wheel training, you will receive instructions on the proper procedures to use during this maneuver.</p>

REFERENCE	CONTENT
	<div data-bbox="477 260 1430 884" data-label="Diagram"> </div> <p data-bbox="630 926 1300 961"><b>Figure Unit VII-15. Unloading at a turnaround</b></p> <p data-bbox="477 1045 1382 1136"><b>Note: Draw a diagram of a bus turnaround and explain the proper procedures.</b></p> <div data-bbox="191 1157 391 1304"> <p><b>22112(b) VC</b></p> <p><b>School Bus</b></p> <p><b>Ref.____ Pg.____</b></p> </div> <p data-bbox="477 1157 1409 1360">Never take it upon yourself to make a decision about where a bus stop should be located. Discuss the issue with your supervisor. All bus stops must be approved before being used. If you feel a concern for safety at a stop, call the situation to the attention of your supervisor.</p> <p data-bbox="477 1436 1141 1476"><b>School Site Loading and Unloading Zones</b></p> <div data-bbox="191 1499 342 1535"> <p><b>School Bus</b></p> </div> <p data-bbox="477 1499 1425 1871"><i>Vehicle Code</i> Section 22112 does not require a school bus driver to operate the flashing red signal lights and stop signal arm at school bus loading zones on or adjacent to school grounds when lawfully stopped or parked. School parking lots and loading zones can be very hazardous for school bus drivers. Use extreme caution when driving into and out of school loading zones. These areas become even more hazardous when the weather is bad and traffic increases.</p>



REFERENCE	CONTENT
	<p>It is extremely important that training for new drivers include visitations and procedural instructions for each school loading and unloading zone.</p> <p><b>Note: Take each trainee to all school sites, stop the vehicle, and discuss the following items with the trainee:</b></p> <ul style="list-style-type: none"> <li>• Number of buses at the school.</li> <li>• Loading and unloading times.</li> <li>• Parent traffic.</li> <li>• If more than one bus, who is the lead driver or person in charge?</li> <li>• Type of schedules (staggered or single dismissal).</li> <li>• If buses are assigned parking locations, are they assigned by bus number or route number, and where are their parking positions?</li> <li>• If buses are parallel parked, they should be bumper to bumper to prevent pupils from running between the buses and into the path of another vehicle.</li> <li>• Location and related problems with visitor parking and faculty parking areas.</li> <li>• Problems that could be created by the location of the playground, bicycle racks, etc.</li> <li>• Entrances and exits, width of roads, sharp turns, dips in the road, speed bumps, and trees or shrubbery that may obstruct the vision of the driver in the loading zones.</li> <li>• The order of leaving the loading areas. Drivers must carefully observe the movements of pupils walking, riding bicycles, or driving cars when leaving a school.</li> <li>• If a roof or canopy covers the loading zone, be certain that the height of the canopy will accommodate the highest school bus.</li> <li>• Problem objects such as gateposts or swinging gates.</li> <li>• Some of the larger transit buses with automatic transmissions need more clearance between the road's surface and the lower part of</li> </ul>

REFERENCE	CONTENT
	<p>the transmission.</p> <ul style="list-style-type: none"> <li>• Buses could get hung up on some driveways and suffer extensive damage.</li> </ul> <p>Bus driver should be aware of the following additional concerns regarding school loading and unloading zones and the areas surrounding school sites. Bus drivers must not succumb to the frustrations of or become complacent about these added dangers. They must remain patient and cautious. Specific district and/or company policies relating to loading and unloading zones must be followed.</p> <ul style="list-style-type: none"> <li>• The school site may be located so that traffic flows in only one direction.</li> <li>• Pupils who are not transported and walk to and from home may be in the area.</li> <li>• Many times parents transport their children to school in private vehicles. These parents are often in a hurry and may not be driving cautiously.</li> <li>• Sometimes a bus driver must back the bus in the loading and unloading zones. This maneuver creates a very dangerous situation, and district or company policies and procedures regarding backing must be followed to ensure pupils' safety.</li> <li>• Some school loading and unloading zones may not be designed to accommodate the larger buses. A situation may occur where other buses must wait on adjoining surface streets to enter the school site.</li> </ul>

REFERENCE	CONTENT
	<p data-bbox="477 268 1377 403"><b><u>SPECIAL NEEDS PASSENGERS LOADING AND UNLOADING</u></b></p> <p data-bbox="477 432 1421 1079">The following procedures are recommended practices for the safe loading and unloading of special needs pupils. The Department recommends these practices for a majority of loading and unloading situations faced by transportation providers. These recommended practices are not all-inclusive, and care should be taken when conditions, circumstances, and individual disabilities require adjustments. The Individual with Disabilities Education Act (IDEA) requires the IEP team, including transportation professionals, to consider these special circumstances when rendering transportation criteria. Transportation providers of special needs pupils must understand that each pupil, because of his or her individual disability and environment is unique creating special conditions that must be taken into consideration when providing transportation.</p> <p data-bbox="477 1155 1421 1747">If a district or company transports passengers with disabilities on buses, the drivers of these vehicles will require additional instruction and behind-the-wheel training. It is important that the instructor for this part of the training be qualified and knowledgeable in all areas of transporting passengers with disabilities. Instructors should use as reference <u>Access &amp; Mobility: A Guide for Transporting Students with Disabilities in California</u>, published by the California Association of School Transportation Officials. An additional resource is the University of Michigan Transportation Research Institute's brochure <u>Ride Safe</u>, which outlines the best practice standards for transporting students who travel in motor vehicles while seated in a wheelchair.</p> <p data-bbox="477 1768 1393 1860"><b>Note: All provisions of <i>Vehicle Code</i> Section 22112 are applicable to the loading and unloading of special education pupils. Special note</b></p>

REFERENCE	CONTENT
	<p>should be taken of Section 22112(e), regarding the use of the flashing red signal light system when pupils need assistance to load or unload. Site selection is important. The curb should be wide enough to accommodate a wheelchair and driver/attendant. Lift-equipped vehicles should be used to simulate the blind transportation exercise. In this exercise, blindfold your trainee and let the trainee experience bus transportation from the riders perspective; for example, wheelchair lift procedures, “blind ride”, and “blind curbing”. Inclement weather can pose a problem. However, it is important for the trainees to experience the unique situations that inclement weather can cause. Therefore, do not let the weather alter your training schedule.</p> <p>The following lesson will deal with the procedures for loading and unloading ambulatory and wheelchair-dependent passengers.</p> <p><b>Note: Emphasize proper mirror use, the danger zones, and communication between the driver, the pupils, and the public.</b></p> <p>Special education pupils are usually picked up and discharged at their place of residence. Regular procedures would be followed step by step when approaching the stop and up to the point of opening the door or lowering the lift and leaving the stop.</p> <p><b>Note: During the loading and unloading of pupils, Title 13 CCR section 2480 requires that school bus drivers (refer to 13 CCR 2480 for exceptions) must turn off the bus engine upon stopping at a school or within 100 feet of a school and must not turn the bus engine on more than 30 seconds before departing from a school or within 100 feet of a school. School bus drivers must not allow a bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or a period or periods aggregating more than five</b></p>

REFERENCE	CONTENT
1226 13 CCR School Bus Ref.____ Pg.____	<p>minutes in any one hour.</p> <p><b>Loading Ambulatory Pupils</b></p> <p>If the pupil’s disability does not affect the use of his or her legs, arms, or hands; allows walking; and requires no assistance, the driver would follow regular loading procedures. Do not move the bus until the pupil is seated and the seat restraint is fastened, if the bus is so equipped. If the pupils disability requires assistance for the pupil to board the bus, utilize the following procedures.</p> <p><b>Note: The Department does not recommend using the wheelchair lift for ambulatory students who cannot enter or exit the bus through the front-loading door. These students should be provided a wheelchair when using the wheelchair lift to load or unload from the bus.</b></p> <p><b>Emphasize proper mirror use, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>Loading Through the Front Door, Assistance Required</b></p> <p>Stop the bus at a loading zone that is approved and safe. The loading zone should be on flat, level ground, without rough surfaces or barriers.</p> <ul style="list-style-type: none"> <li>• Set the vehicle’s parking brake.</li> <li>• Place a standard transmission in <b>first</b> or <b>reverse</b> gear and an automatic transmission in the <b>park</b> position.</li> <li>• Turn off the engine, remove the ignition key, and unfasten the driver’s seat belt.</li> <li>• Exit the vehicle, and stand behind the pupil during the pupil’s entry into the vehicle (you can assist pupils from this location).</li> <li>• Follow the pupil to the seat and assist him or her with the seat restraint, if necessary.</li> <li>• Return to the driver’s seat and follow the regular procedures for</li> </ul>

REFERENCE	CONTENT
	<p>leaving the bus stop.</p> <p><b><u>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</u></b></p> <p><b>Note: Emphasize proper mirror use, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>Loading Wheelchair Pupils</b></p> <p><b>Note: Prior to transporting pupils in wheelchairs, drivers must read and be proficient with the wheelchair lift and wheelchair securement system manufacturer’s instructions and procedures. Drivers must stay focused on the task of loading pupils safely, taking great care to avoid potentially dangerous distractions and inattention.</b></p> <p>Stop the bus at a loading zone that is approved and safe. The loading zone should be on flat, level ground, without rough surfaces or barriers, and with sufficient space for the wheelchair lift to unfold and provide access for the wheelchair to safely be positioned on the lift.</p> <ul style="list-style-type: none"> <li>• Set the vehicle’s parking brake.</li> <li>• Place a standard transmission in <b>first</b> or <b>reverse</b> gear and an automatic transmission in the <b>park</b> position.</li> <li>• Turn off the engine, remove the ignition key, and unfasten the driver’s seat belt.</li> <li>• Exit the vehicle, open and secure the lift door(s), and lower the lift from the outside. Check the pupils’ wheelchair for compliance with 13 CCR Section 1293(g) (brakes, restraining belt, and batteries if so equipped), and check that the wheelchair will properly fit on the lift platform. If the wheelchair is equipped with the vehicle transportation option, locate the four securement points. These securement points should be labeled with a hook symbol.</li> <li>• When the lift is at ground level, manually back the wheelchair onto</li> </ul>

REFERENCE	CONTENT
	<p>the lift so that the pupil faces outward and as close to the vehicle as possible without interference with the lift. The wheelchair's electric power should be off while the wheelchair is entering or exiting the lift and at all times while on the lift. With the power off, make sure that either the wheelchair's motor gears are locked and/or the independent brake system is locked. Secure the wheelchair's brakes, and if the lift is equipped with a safety belt, it must be used. If the wheelchair is electric powered, turn off the power at the controls or joystick.</p> <ul style="list-style-type: none"> <li>• Instruct the pupil to keep his or her hands on the lap, safely away from the lift; make sure that the lift safety or toe guard is operating properly.</li> </ul> <p><b>Note: Follow district or company policy on the position of the driver during the operation of the lift. Some districts or companies require that the driver ride the lift with the pupil, and others require the driver to remain on the ground next to the lift.</b></p> <ul style="list-style-type: none"> <li>○ <b>Stand balanced on the lift</b> platform with one hand solidly holding the wheelchair and with the other hand operate the lift controls. Always have a solid hold on the wheelchair at all times while it is on the lift.</li> <li>○ <b>Stand to the side of the lift</b> with one hand solidly holding the wheelchair, and with the other hand operate the lift controls. Always have a solid hold on the wheelchair at all times while it is on the lift. Do not stand under or in front of the lift when it is being raised or lowered.</li> </ul> <p><b>Note: 13 CCR Section 1293(e): “No loading device shall be constructed or operated in a manner that requires the driver to leave a pupil unattended on the loading device outside the passenger compartment, nor shall any driver permit a pupil to be unattended on a loading</b></p>

REFERENCE	CONTENT
	<p><b>device outside the passenger compartment.”</b></p> <ul style="list-style-type: none"> <li>• Once the lift has reached vehicle floor level; release the wheelchair brakes check the clearance between the pupil’s head and the top of the lift door opening.</li> <li>• Manually (including powered wheelchairs) move the pupil off the lift and inside the vehicle to the wheelchair securement position, and lock the wheelchair brakes. Secure the wheelchair securement devices or fasteners according to district or company policy and the securement system manufactures instructions.</li> </ul> <p><b>Note: School buses manufactured on or after January 17, 1994 are required to be designed and equipped to transport wheelchairs facing forward and with four points of restraint (FMVSS 222). The Department recommends that drivers comply with FMVSS 222, the wheelchair and restraint system manufacturers operating instructions, and the individual pupils IEP for proper wheelchair positioning and restraint procedures.</b></p> <ul style="list-style-type: none"> <li>• Secure the lift, place the lift cover over the lift, and close the lift door.</li> <li>• Enter the vehicle and follow the regular procedures for leaving the bus stop.</li> </ul> <p><b><u>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</u></b></p> <p><b>Note: Emphasize proper mirror use, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>Unloading Ambulatory Pupils</b></p> <p>Pupils must remain seated until the bus comes to a complete stop. If the pupils disability does not affect the use of her or his legs, arms, or hands and allows walking, follow the regular unloading procedures. If the pupils disability requires the use of braces, crutches, or other appliances, utilize</p>



REFERENCE	CONTENT
<p>1226 13 CCR</p> <p>School Bus</p> <p>Ref.____ Pg.____</p>	<p>the following procedures.</p> <p><b><u>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</u></b></p> <p><b>Note: The Department does not recommend using the wheelchair lift for ambulatory students who cannot enter or exit the bus through the front-loading door. These students should be provided a wheelchair when using the wheelchair lift to load or unload from the bus.</b></p> <p><b>Emphasize proper mirror use, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p><b>Unloading Through the Front Door, Assistance Required</b></p> <p>Stop the bus at an unloading zone that is approved and safe. The unloading zone should be on flat, level ground, without rough surfaces or barriers.</p> <ul style="list-style-type: none"> <li>• Set the vehicle's parking brake.</li> <li>• Place a standard transmission in <b>first</b> or <b>reverse</b> gear, or an automatic transmission in the <b>park</b> position.</li> <li>• Turn off the engine, remove the ignition key, and unfasten the driver's seat belt.</li> <li>• Help the pupil remove the seat restraint (if necessary). The pupil walks behind you to the front of the vehicle.</li> <li>• Exit the vehicle first and stand outside, facing the pupil (you can assist pupils from this location). If necessary, assist the pupil as the pupil exits the vehicle.</li> <li>• Enter the vehicle and follow the regular procedures for leaving the bus stop.</li> </ul> <p><b><u>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</u></b></p> <p><b>Note: Emphasize proper mirror use, the danger zones, and communication between the driver, pupils, and the public.</b></p>

REFERENCE	CONTENT
	<p data-bbox="477 268 943 310"><b>Unloading Wheelchair Pupils</b></p> <p data-bbox="477 333 1412 594"><b>Note: Prior to transporting pupils in wheelchairs, drivers must read and be proficient with the wheelchair lift and wheelchair securement system manufacturer’s instructions and procedures. Drivers must stay focused on the task of unloading pupils safely, taking great care to avoid potentially dangerous distractions and inattention.</b></p> <p data-bbox="477 615 1412 814">Stop the vehicle at an unloading zone that is approved and safe. The unloading zone should be on flat, level ground, without rough surfaces or barriers, and with sufficient space for the wheelchair lift to unfold and provide access for the wheelchair to safely leave the lift.</p> <ul data-bbox="526 835 1432 1885" style="list-style-type: none"> <li>• Set the vehicle’s parking brake.</li> <li>• Place a standard transmission in <b>first</b> or <b>reverse</b> gear and an automatic transmission in the <b>park</b> position.</li> <li>• Turn off the engine, remove the ignition key, and unfasten the driver’s seat belt.</li> <li>• Exit the vehicle, open and secure the lift door(s), position the lift at vehicle floor level, and reenter the vehicle.</li> <li>• Remove the wheelchair securement devices, unlock the wheelchair brakes, check the clearance between the pupil’s head and the top of the lift door opening, and manually (powered wheelchairs included) position the pupil’s wheelchair on the lift. The wheelchair should be positioned on the lift so that the pupil faces outward and as close to the vehicle as possible without interference with the lift. Secure the wheelchair’s brakes, and if the lift is equipped with a safety belt, it must be used. If the wheelchair is electric powered, turn off the power at the controls or joystick while the wheelchair is on the lift. The wheelchair’s electric power should be off while the wheelchair is entering or exiting the lift and at all times while on the lift. With the power off, make sure</li> </ul>

REFERENCE	CONTENT
	<p>that the wheelchair's motor gears are locked and/or the independent brake system is locked.</p> <ul style="list-style-type: none"> <li>• Instruct the pupil to keep his or her hands on the lap, safely away from the lift; make sure that the lift safety or toe guard is operating properly.</li> </ul> <p><b>Note: Follow district or company policy on the position of the driver during the operation of the lift. Some districts or companies require that the driver ride the lift with the pupil, and some require the driver to remain on the ground next to the lift.</b></p> <ul style="list-style-type: none"> <li>○ <b>Stand balanced on the lift</b> platform with one hand solidly holding the wheelchair and with the other hand operate the lift controls. Always have a solid hold on the wheelchair at all times while it is on the lift.</li> <li>○ <b>Stand to the side of the lift</b> with one hand solidly holding the wheelchair, and with the other hand operate the lift controls. Always have a solid hold on the wheelchair at all times while it is on the lift. Do not stand under or in front of the lift when it is being raised or lowered.</li> </ul> <p><b>Note: 13 CCR Section 1293(e): “No loading device shall be constructed or operated in a manner that requires the driver to leave a pupil unattended on the loading device outside the passenger compartment, nor shall any driver permit a pupil to be unattended on a loading device outside the passenger compartment.”</b></p> <ul style="list-style-type: none"> <li>• Once the lift has reached ground level, release the wheelchair brakes and manually move the pupil forward off the lift. Set the wheelchair's brakes, secure the wheelchair, and on powered wheelchairs reengage the power.</li> <li>• Secure the lift, place the lift cover over the lift, and close lift door.</li> <li>• Store the wheelchair securement devices or fasteners as required in</li> </ul>

REFERENCE	CONTENT
	<p>13 CCR Section 1293(f)(3)(A) and district or company policy.</p> <ul style="list-style-type: none"> <li>• Reenter the bus and follow the regular procedures for leaving the bus stop.</li> </ul> <p><b><u>ACCOUNT FOR ALL PUPILS BEFORE MOVING THE BUS.</u></b></p> <p><b>Note: Emphasize proper mirror use, the danger zones, and communication between the driver, pupils, and the public.</b></p> <p>Every year in California there are several school bus collisions in which school bus drivers have driven off with the wheelchair lift down or extended. There is no excuse for this type of accident. Be sure all pupils, wheelchairs, and equipment are secured before placing the school bus in motion.</p>

REFERENCE	CONTENT
<b>Transit Bus</b>	<p data-bbox="477 268 1321 403"><b><u>LOADING AND UNLOADING TRANSIT BUSES</u></b></p> <p data-bbox="477 491 688 533"><b>Service Stops</b></p> <p data-bbox="477 558 1425 1037">The loading and unloading procedures for transit buses differ only slightly from those for other types of buses. Although the terminology used in transit operations is different, the safety concepts and defensive driving techniques are generally the same. The main difference is the transit drivers lack of control over the conduct of customers while loading or unloading. However, there is no difference in the level of responsibility the driver has for the safety of the customers. To help achieve the highest possible safety level and to maximize the quality of service expected, follow the following procedures for entering a bus stop:</p>

REFERENCE	CONTENT
	<div data-bbox="477 268 1430 1388" data-label="Image"> <p>The diagram illustrates a transit loading and unloading zone at a four-way intersection. A transit bus is stopped in the right lane of the northbound approach, with its rear door open. A boarding zone is marked on the right side of the road. A 'Transit Bus Stop' sign is located on the right side of the road. Traffic lights are shown at the intersection. Other vehicles are shown in the southbound lanes.</p> </div> <p data-bbox="581 1430 1328 1465"><b>Figure Unit VII-16. Transit loading and unloading</b></p> <p data-bbox="477 1549 1403 1640"><b>Note: Draw a diagram of a roadway and boarding zone. Follow and explain each of the following steps for a service stop.</b></p> <p data-bbox="477 1661 1338 1751"><b><u>Service stop:</u></b> A location where a transit bus stops to load or unload customers</p> <p data-bbox="477 1772 1370 1862"><b><u>Boarding zone:</u></b> The actual area in which a transit bus stops to load or unload customers</p>

REFERENCE	CONTENT
	<ol style="list-style-type: none"> <li>1. Begin slowing the bus in preparation for the service stop.</li> <li>2. Apply the brakes with enough pressure to activate the stoplights so following vehicles will have an indication that the bus is preparing to stop.</li> <li>3. Check all mirrors to ensure that traffic is clear and it is safe to turn to the right and stop.</li> <li>4. Activate the right-turn signal indicator during the last 100 feet prior to turning into the boarding zone.</li> <li>5. Approach the boarding zone slowly and with extreme care, giving due consideration to the roadway's surface (wet or slippery, slopes sharply to the right, rough ground, etc.).</li> <li>6. Stop the bus at a safe, forward location in the boarding zone and approximately 6 to 12 inches from the curb. This distance allows the passengers to step comfortably from the curb to the bus. When possible, ensure that both doors are clear of any obstructions before opening the doors (e.g., poles, trees, puddles). Consider also the clearance needed to deploy the wheelchair lift.</li> </ol> <p><b>Note: Emphasize the danger zones around the exterior of the bus.</b></p> <ol style="list-style-type: none"> <li>7. Once stopped, keep the service brake pedal depressed and cancel the turn signal indicator.</li> <li>8. Apply the parking brake.</li> </ol> <p><b>Note: During the loading and unloading of customers, the driver may allow the bus's engine to continue to run or shut the engine off as dictated by agency or company policy.</b></p> <ol style="list-style-type: none"> <li>9. <b>Engine on:</b> Standard transmissions should be placed in <b>neutral</b>, and automatic transmissions should be placed in the <b>park</b> position.  <b>Engine off:</b> Standard transmissions should be placed in <b>first</b> or <b>reverse</b> gear, and automatic transmissions should be placed in the <b>park</b> position.</li> </ol>

REFERENCE	CONTENT
	<p><b>Note: On vehicles with automatic transmissions that do not have a park position, the transmission shall be placed in neutral.</b></p> <p>10. Open the entrance doors when you are ready to load customers.</p> <p>Caution and assist customers when the boarding zone includes hazards. Ask boarding customers to wait outside the bus while customers who are unloading leave the bus.</p> <p><b>Note: Use the public address system (if applicable) to reinforce safe loading and unloading procedures.</b></p> <p>11. Observe and use interior and exterior mirrors to ensure that all customers are clear of the doors and have safely boarded and/or exited from the bus. Close the open doors.</p> <p><b>Note: Before placing the bus in motion, make sure customers moving to seats or standing are prepared for movement of the bus. Make sure, too, that all standing customers are behind the line that standees must be behind at the front of the bus.</b></p> <p>12. Place the transmission in gear and release the parking brake.</p> <p>13. Check for traffic, using all mirrors; <b>recheck the right mirrors</b> before moving the bus; turn on the left-turn signal indicator; remove your foot from the service brake; when safe to do so, pull into the flow of traffic; cancel the turn signal indicator; regain road speed; and proceed to the next service stop.</p> <p><b>Note: Given the activity that occurs in and around transit bus stops, it is of the utmost importance that instructors emphasize proper mirror use, the danger zones around the exterior of the bus, and communication between the driver and the public.</b></p> <p><b>Questions?</b></p>



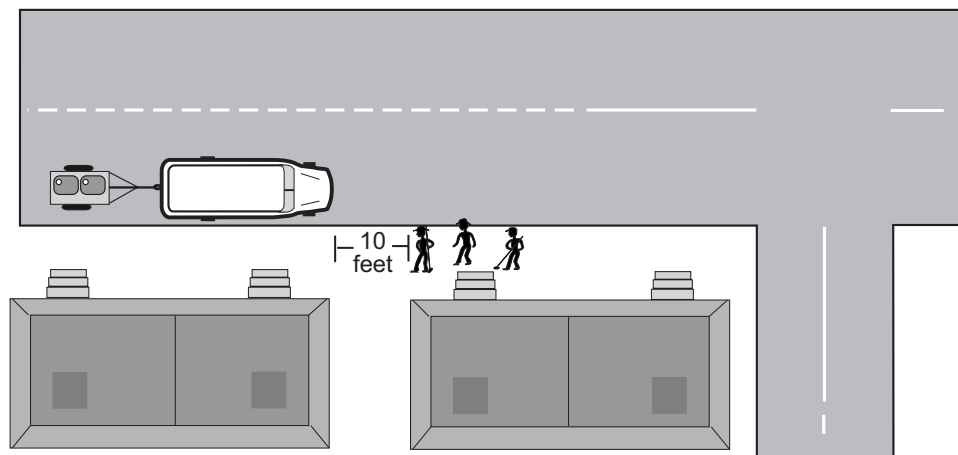
REFERENCE	CONTENT
	<p data-bbox="477 268 703 306"><b>Kneel Feature</b></p> <p data-bbox="477 333 1432 537">The transit bus kneel feature operates by air pressure, lowering the front suspension system and the front door. This feature is used when customers have difficulty entering or leaving the bus. The kneel feature is operated by a switch commonly found on the dashboard.</p> <p data-bbox="477 611 1295 648">Be aware of the following when operating the bus kneel feature:</p> <ol data-bbox="477 667 1432 1262" style="list-style-type: none"> <li data-bbox="477 667 1432 758">1. Make sure the bottom edge of the doorstep is not positioned over the curb.</li> <li data-bbox="477 777 1432 926">2. The kneeler has a sensitive edge designed to detect obstacles. If the kneeler's sensor detects an obstacle, reverse the system, remove the obstacle or move the bus, and lower the kneeler again.</li> <li data-bbox="477 945 1432 1035">3. A horn or buzzer will sound and/or a light will flash when the system is in operation.</li> <li data-bbox="477 1054 1432 1144">4. Caution customers to stand clear of the steps and the outside of the bus while the system operates.</li> <li data-bbox="477 1163 1432 1253">5. Do not raise the kneeler until all customers have boarded the bus and are clear of the steps.</li> </ol> <p data-bbox="477 1318 730 1356"><b>Wheelchair Lift</b></p> <p data-bbox="477 1383 1432 1474">Most transit buses are equipped with wheelchair lifts and securement systems that meet the requirements of the Americans with Disabilities Act.</p> <p data-bbox="477 1493 1432 1642">Use of the lift system is not restricted to wheelchair-bound customers. It may be used for any customer who has difficulty using the steps when entering or leaving the bus.</p> <p data-bbox="477 1715 1167 1753">Be aware of the following when operating the bus lift:</p> <ol data-bbox="477 1772 1432 1862" style="list-style-type: none"> <li data-bbox="477 1772 1432 1862">1. Select a flat, open area, giving consideration to the slope or crown of the roadway.</li> </ol>

REFERENCE	CONTENT
	<ol style="list-style-type: none"> <li>2. Make sure the customer has a safe and clear path to approach or leave the lift. Never deploy the lift where trees, poles, fire hydrants, or any other obstruction could jeopardize the safety of the customer or damage the equipment.</li> <li>3. Ask if the customer has used a transit bus lift before. If the customer has not, explain the lift and securement procedures, and assist the customer if necessary.</li> <li>4. Caution all customers to remain clear of the lift while it is in operation.</li> <li>5. Properly stow the lift before proceeding.</li> </ol> <p><b>Brake/Door Interlock</b></p> <p>Many transit buses have an added safety feature called the brake/door interlock system. This system is designed to set the brakes on at least one axle of the bus when the front or rear door or both door(s) are open (some buses have interlock on only one door). The driver activates the system by moving the door control to the open position. This locks the bus's brakes and prevents the vehicle from moving. The brake/door interlock should never be used as a parking brake or to stop the bus.</p>

REFERENCE	CONTENT
	<p data-bbox="477 268 1321 319"><b><u>TRANSPORTING OF SENIOR CITIZENS</u></b></p> <p data-bbox="477 361 1421 562">Transportation providers who transport senior citizens must establish a feeling of understanding and respect between the drivers, senior citizens, and people with limited mobility. Safety is always the primary concern in transporting passengers.</p> <p data-bbox="477 638 1421 1117">Two extremely important elements in providing safe transportation for senior citizens and adults with disabilities are empathy and compassion. Making these passengers feel comfortable and secure is very important. Regular loading and unloading procedures apply in the transportation of senior citizens. Remember, however, that additional time may be necessary to accommodate these passengers. Transportation providers should place special emphasis on proper lift operation, loading and unloading procedures, and any additional policies that relate to the safety of all concerned.</p> <p data-bbox="477 1835 1235 1885"><b><u>TRANSPORTING OF FARM LABOR</u></b></p>

## WORKERS

Transportation providers who transport farm labor workers must establish a safe and healthy environment within the farm labor vehicle. Safety as always is the primary concern in transporting farm labor workers. Two extremely important elements in providing safe transportation for these workers are (1) the dedication of the transportation provider to providing a properly maintained vehicle and a professional driver properly trained and licensed; and (2) dedication to consistent application of state and federal laws and regulations. Regular loading and unloading procedures apply in the transportation of farm labor workers. Understand that the agricultural environments these vehicles operate in demand special techniques and procedures. Transportation providers must emphasize proper loading and unloading procedures, handling of tools, and additional policies that relate to the safety of all concerned.

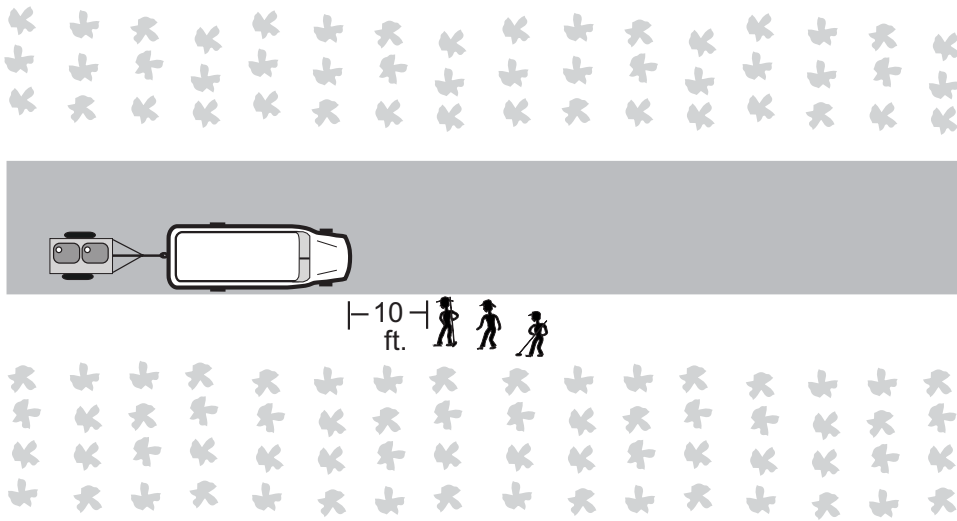


**Figure VII-17. Transporting farm workers to work**

**1216(e) 13 CCR**

**Ref.\_\_\_\_ Pg.\_\_\_\_**

Section 1216(e) of the *California Code of Regulations, Title 13*, requires that all cutting tools or tools with sharp edges carried in the passenger

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	<p data-bbox="477 268 1419 415">compartment of a farm labor vehicle be placed in covered containers. All other tools, equipment, or materials carried in the passenger compartment shall be secured to the body of the vehicle.</p> <div data-bbox="477 487 1432 1003">  <p>The diagram illustrates a farm labor vehicle, specifically a white box truck with a grey cab, parked on a grey rectangular surface. Above the vehicle, there are three rows of 15 grey star-shaped icons each, representing equipment or materials. Below the vehicle, there are three rows of 15 grey star-shaped icons each. To the right of the vehicle, three black silhouettes of people are walking. A horizontal line with vertical end caps is positioned above the first silhouette, with the text '10 ft.' centered below it, indicating a 10-foot distance or zone.</p> </div> <p data-bbox="623 1041 1289 1079"><b>Figure VII-18. Transporting farm workers home</b></p>

REFERENCE	CONTENT
	<p data-bbox="477 268 993 319" style="text-align: center;"><b><u>ACCIDENT SCENARIOS</u></b></p> <p data-bbox="477 407 1421 499"><b>Note: The following examples of accidents illustrate how easily bus drivers can become involved in potentially life-threatening situations.</b></p> <p data-bbox="477 520 1421 718"><b>Instructors may adjust these scenarios to suit the particular needs of their organizations. Use accidents that have occurred in your area involving passenger loading or unloading as examples and discuss them during this lesson.</b></p> <p data-bbox="477 739 1421 1003">The following scenarios illustrate the reasons bus drivers should never take anything for granted. Drivers must use all of their mirrors and look several times in all directions before moving the bus. In addition, drivers should teach their passengers to stay in front of the bus far enough (at least 10 feet) so that passengers can be seen and avoid the danger zones.</p> <p data-bbox="477 1024 1421 1444"><b><u>Scenario #1.</u></b> A school bus has pulled off the roadway and stopped at a bus stop to discharge an elementary student who lives on the left side of the highway. In such situations the school bus driver is required by law to escort the student across the roadway and use the amber lights (if the bus is so equipped); the flashing red signal (crossover) lights; and the stop signal arm (if so equipped). However, the school bus driver failed to follow these requirements; and the child was struck by a truck and killed. Was this collision preventable?</p> <p data-bbox="477 1465 1421 1507"><b>Draw the collision and explain how it could have been prevented.</b></p> <p data-bbox="477 1528 1421 1894"><b><u>Scenario #2.</u></b> The bus stop is located on the right side of the highway. One day, the driver was turned around in his seat talking with pupils as they boarded the bus. After several pupils had entered the bus, the driver turned to face forward, closed the door, checked traffic on the left side, and started to merge into the traffic lane. Suddenly, all on board the bus felt it strike an object. The driver did not see a little boy who was late and was running toward the bus from the rear, and the driver ran over the</p>

REFERENCE	CONTENT
	<p>child, causing fatal injuries. The driver was turned facing the entrance door and was distracted by the other passengers. This fatal mistake was compounded by the driver's failure to properly use the bus's mirrors and ensure that the danger zones were clear before moving the bus.</p> <p>This example teaches us that children must be shown the correct procedures to follow under such conditions. It also teaches us that if a drivers attention is diverted away from following the proper loading and unloading procedures, he or she must make sure that no one is in the bus danger zones prior to the driver moving the bus. It is imperative that drivers recheck all mirrors before moving from their stopped position.</p>

REFERENCE	CONTENT
	<p data-bbox="477 275 1419 321"><b><u>JUDICIAL PERSPECTIVE ON COMPLIANCE</u></b></p> <p data-bbox="477 411 1427 554"><i>Education Code</i> Section 44808 addresses the liability of school districts and their employees with respect to pupils when not on school property, as follows:</p> <p data-bbox="477 632 1422 1163">“Notwithstanding any other provision of this code, no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property, unless such district, board or person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances.</p> <p data-bbox="477 1245 1393 1444">In the event of such a specific undertaking, the district, board, or person shall be liable or responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of an employee of such district or board.”</p> <p data-bbox="477 1522 1427 1780">In the case entitled <i>Farley v. El Tejon Unified School District</i> (1990), 225 Cal.App.3d 371, the appellate court reviewed a situation wherein a student was struck by an automobile when crossing the road after getting off the school bus. The bus driver did not activate the flashing red light signal system.</p> <p data-bbox="477 1858 1422 1892">The court observed that <i>Education Code</i> section 44808 is a recognition by</p>



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	<p>the Legislature that “once a school district undertakes to provide transportation for its pupils it has a duty to exercise reasonable care under the circumstances... The measure of the [bus driver] duty is ... well defined under <i>Vehicle Code</i> section 22112 which specifically provides that flashing red lights be activated on the school bus to allow the children to cross the highway.” (<i>Farley, supra, at pages 376 and 377.</i>) Determining that triable issues of material fact exist for the trial court to hear, the appellate court held:</p> <p>“Before a duty of compliance with <i>Vehicle Code</i> section 22112 and regulation 1227 may be imposed upon a school bus driver, evidence must be presented that the driver, or the school district through its officers or employees, knew, or in the exercise of reasonable care, should of known, that at least one pupil being discharged from the bus must cross the highway or roadway to get to his or her place of residence or other customary after school destination.” (<i>Farley, supra, at page 379.</i>)</p> <p>However, the question whether duty of compliance with these statutory provisions existed in any particular case is not necessarily dispositive. (<i>Farley, supra, at page 379.</i>)</p> <p>The California Supreme Court has held that:</p> <p>“[a]lthough a school district is not an insurer of its pupils’ safety..., our cases have long established that a school district has a legal duty to exercise reasonable care in supervising students in its charge and may be held liable for injuries proximately caused by the failure to exercise such care....” (<i>Hoyem v. Manhattan Beach City School District [1978] 22 Cal.3d 508, 513.</i>)</p>

REFERENCE	CONTENT
	<p><b>Communication</b> is one of the driver’s most important responsibilities. It is essential that a driver communicates effectively with pupils, parents, and transportation administrators regarding the proper loading and unloading procedures and the continually changing conditions of school bus stops. Driving instructors can provide additional training to develop a trainee’s communication skills and vastly improve the trainee’s effectiveness as a transportation professional.</p> <p>With respect to communication, the Farley case includes an example. Two years prior to the accident, the principle of the El Tejon School sent a letter to parents of children attending that school. In the letter the principle acknowledged that a “dangerous problem” existed at the bus stop in question. This kind of communication, recognizing a known hazard, on a bus route could be relevant in determining the level of care being exercised by the bus driver and the district. Knowing that a particular hazard exists and failing to address the situation and take corrective actions often results in courts finding in favor of the plaintiffs and against the school district.</p> <p>Communication between children, drivers, school district administration and parents is essential in providing the highest level of safety and security in school transportation.</p> <p><u><b>CONCLUSION</b></u></p>

REFERENCE	CONTENT
	<p>Although providing a safe and efficient passenger transportation system to the public is a team effort involving highly motivated and caring professionals, the ultimate responsibility of loading and unloading passengers safely rests with the driver. Professional drivers must be diligent and consistent in following the recommended procedures if they are to prevent accidents from occurring. Dedication to this goal is not only desired but also demanded of the industry. The public expects and demands a degree of safety be provided to passengers at a level that far exceeds that expected of the average motorist. Zero tolerance for error is the goal; a mistake by a bus driver may cost someone a daughter or son, a brother or sister, a father or mother.</p>

REFERENCE	CONTENT
	<p style="text-align: center;"><u>UNIT TEST</u></p> <p style="text-align: center;"><u>LOADING AND UNLOADING SCHOOL BUS</u></p> <p style="text-align: center;"><u>PASSENGERS</u></p> <ol style="list-style-type: none"> <li>1. A school bus driver must turn on the flashing red light signal system and activate the stop signal arm (if so equipped) at all stops where pupils load or unload from the bus.  T____F____</li> <li>2. All pupils at or below the twelfth grade level may be escorted across the road or highway upon which the school bus is stopped.  T____F____</li> <li>3. The California Highway Patrol is responsible for designating all school bus stops.  T____F____</li> <li>4. A school bus may stop to load or unload pupils to the left or roadway side of a stopped, parked, or standing vehicle within a business or residence district and where the speed limit is 25 miles per hour or less.  T____F____</li> <li>5. Under no circumstances may a school bus utilize a transit systems bus stop to load or unload pupils.  T____F____</li> <li>6. The school bus must be within 24 inches of and parallel of a curb when stopped to load or unload pupils.  T____F____</li> <li>7. A school bus driver may use the four-way hazard warning lights (front and rear turn signal lights) while stopped to load or unload pupils.  T____F____</li> </ol>

REFERENCE	CONTENT
	<p data-bbox="477 268 1373 344">8. When the driver exits the school bus with children aboard, the bus ignition keys must remain in the driver's possession.</p> <p data-bbox="526 382 695 415">T____F____</p> <p data-bbox="477 453 1406 529">9. If an accident takes place during the loading or unloading procedure, it is often fatal.</p> <p data-bbox="526 567 695 600">T____F____</p> <p data-bbox="477 638 1409 751">10. The law requires all pupils in prekindergarten, kindergarten, and grades 1 through 8 to be escorted across a highway by the school bus driver.</p> <p data-bbox="526 789 695 823">T____F____</p>

REFERENCE	CONTENT
	<p style="text-align: center;"> <u>UNIT TEST KEY</u>  <u>LOADING AND UNLOADING SCHOOL BUS</u>  <u>PASSENGERS</u> </p> <p>1. F</p> <p>2. T</p> <p>3. F</p> <p>4. T</p> <p>5. F</p> <p>6. F</p> <p>7. F</p> <p>8. T</p> <p>9. T</p> <p>10. T</p>

REFERENCE	CONTENT
	<p style="text-align: center;"><u>UNIT TEST</u>  <u>LOADING AND UNLOADING SPAB</u>  <u>PASSENGERS</u></p> <ol style="list-style-type: none"> <li>1. A school pupil activity bus (SPAB) shall not stop within 15 feet of the driveway entrance to any fire station.  T____F____</li> <li>2. Whenever the driver of a SPAB stops to load or unload pupils on a highway or private road, he or she must activate the turn signals on four-way flash to stop traffic and allow pupils to cross the roadway.  T____F____</li> <li>3. The driver of a SPAB shall stop to receive or discharge pupils only at bus stops designated by the district superintendent.  T____F____</li> <li>4. When parking on a highway with adjacent curbs, a SPAB must be parked or stopped no more than 24 inches from the curb.  T____F____</li> <li>5. If a SPAB approaches a school bus with red lights flashing, the SPAB does not need to stop.  T____F____</li> <li>6. The driver of a SPAB may not allow anyone to interfere with his or her vision to the front or sides or the rearview mirror.  T____F____</li> <li>7. A SPAB driver may eject an unruly pupil from the bus at any location.  T____F____</li> </ol>

REFERENCE	CONTENT
	<p data-bbox="477 268 1430 380">8. A California Highway Patrol vehicle inspection certificate is posted in each SPAB and lists the passenger capacity. During an emergency a SPAB driver may exceed the posted capacity.</p> <p data-bbox="526 415 695 453">T____F____</p> <p data-bbox="477 489 1430 562">9. Passengers are permitted to stand in the step well of a SPAB while it is in motion.</p> <p data-bbox="526 598 695 636">T____F____</p> <p data-bbox="477 672 1430 714">10. A SPAB may transport passengers with the front door ajar.</p> <p data-bbox="526 749 695 787">T____F____</p>



REFERENCE	CONTENT
	<p data-bbox="781 275 1130 317" style="text-align: center;"><u>UNIT TEST KEY</u></p> <p data-bbox="573 354 1336 401" style="text-align: center;"><u>LOADING AND UNLOADING SPAB</u></p> <p data-bbox="803 438 1102 485" style="text-align: center;"><u>PASSENGERS</u></p> <ol data-bbox="532 520 602 1052" style="list-style-type: none"> <li>1. T</li> <li>2. F</li> <li>3. T</li> <li>4. F</li> <li>5. F</li> <li>6. T</li> <li>7. F</li> <li>8. F</li> <li>9. F</li> <li>10. F</li> </ol>

REFERENCE	CONTENT
	<p style="text-align: center;"><u>UNIT TEST</u></p> <p style="text-align: center;"><u>LOADING AND UNLOADING TRANSIT BUS</u></p> <p style="text-align: center;"><u>PASSENGERS</u></p> <ol style="list-style-type: none"> <li>1. A transit passenger loading or unloading area may be utilized by school buses.  T____F____</li> <li>2. A transit bus may be stopped or parked attended or unattended within 10 feet of a driveway to a fire station.  T____F____</li> <li>3. Transit bus drivers are responsible for escorting across the highway any pupil riding their bus and desiring to cross the highway or private road the bus is stopped on.  T____F____</li> <li>4. The driver of a transit bus does not need to stop when meeting a school bus with the flashing red light signal system activated.  T____F____</li> <li>5. A transit bus driver cannot transport any greater amount of baggage than can conveniently be carried without causing unreasonable inconvenience to passengers.  T____F____</li> <li>6. Standing passengers are at a greater risk of being injured when the bus is in motion.  T____F____</li> <li>7. The door of a transit bus may be open while the bus is in motion with passengers on board.  T____F____</li> </ol>

REFERENCE	CONTENT
	<p data-bbox="483 268 1386 340">8. Passengers are not permitted in the front step well of any bus while the bus is in motion.</p> <p data-bbox="526 382 695 415">T____F____</p> <p data-bbox="483 457 1425 529">9. When there are adjacent curbs, a transit bus shall stop or park with the right wheels parallel to the curb and within 18 inches of it.</p> <p data-bbox="526 571 695 604">T____F____</p> <p data-bbox="477 646 1425 718">10. During rush-hour traffic, a transit bus driver must use extreme caution when approaching passenger loading and unloading areas.</p> <p data-bbox="526 760 695 793">T____F____</p>

REFERENCE	CONTENT
	<p style="text-align: center;"> <u>TEST KEY</u>  <u>LOADING AND UNLOADING TRANSIT BUS</u>  <u>PASSENGERS</u> </p> <ol style="list-style-type: none"> <li>1. T</li> <li>2. F</li> <li>3. F</li> <li>4. F</li> <li>5. T</li> <li>6. T</li> <li>7. F</li> <li>8. T</li> <li>9. T</li> <li>10. T</li> </ol>

REFERENCE	CONTENT
	<p style="text-align: center;"><u>UNIT TEST</u></p> <p style="text-align: center;"><u>LOADING AND UNLOADING FARM LABOR</u></p> <p style="text-align: center;"><u>VEHICLE PASSENGERS</u></p> <ol style="list-style-type: none"> <li>1. It is permissible to park a farm labor vehicle on a crosswalk. T____F____</li> <li>2. A farm labor vehicle may be parked in an unincorporated area on the roadway. T____F____</li> <li>3. When parked or stopped on a highway, a farm labor vehicle may leave its headlamps on high beam. T____F____</li> <li>4. A person operating a farm labor vehicle does not have to comply with the red crossing lamps of a school bus. T____F____</li> <li>5. It is unlawful to operate any vehicle that is not safely loaded. T____F____</li> <li>6. A farm labor vehicle may transport more passengers than is stated on the CHP Vehicle Inspection Approval Certificate. T____F____</li> <li>7. Farm labor vehicles shall not be placed in motion until all passengers have been seated. T____F____</li> <li>8. While passengers are aboard, the vehicle shall not be put into motion if the doors are open. T____F____</li> </ol>

REFERENCE	CONTENT
	<p data-bbox="477 268 1421 306">9. Passengers are allowed in the step well while the vehicle is in motion.</p> <p data-bbox="526 344 695 382">T____F____</p> <p data-bbox="477 417 1409 489">10. A driver of a farm labor vehicle shall stop or parallel park the vehicle not more than 18 inches from the curb.</p> <p data-bbox="526 527 695 564">T____F____</p>

REFERENCE	CONTENT
	<p style="text-align: center;"> <u>TEST KEY</u>  <u>LOADING AND UNLOADING FARM LABOR</u>  <u>VEHICLE PASSENGERS</u> </p> <ol style="list-style-type: none"> <li>1. F</li> <li>2. F</li> <li>3. F</li> <li>4. F</li> <li>5. T</li> <li>6. F</li> <li>7. F</li> <li>8. T</li> <li>9. F</li> <li>10. T</li> </ol>